

ISABELLA COUNTY

PROSECUTING ATTORNEY

General Summary

The elected Prosecuting Attorney is the chief law enforcement officer for the County, responsible for representing the People of the State of Michigan in the prosecution of misdemeanor and felony cases, juvenile delinquency cases, child abuse and neglect proceedings, and mental incompetency hearings. Directs the activities of assistant prosecuting attorneys and support staff and is responsible for all administrative functions of the office. Performs numerous other functions as prescribed by statute.

Essential Functions

1. Supervises legal and support staff, including interviewing applicants for employment, overseeing the training of staff, assigning work, reviewing and evaluating performance, and handling employee relations matters.
2. Supervises the warrant authorization process which includes the review of warrant requests, analysis of police reports, researching the law, and determining whether adequate grounds exist to authorize a warrant.
3. Assists professional and support staff with inquiries related to operational and procedural matters.
4. Oversees legal staff engaged in researching and preparing criminal cases for trial, motion, sentencings and other proceedings, including the research of applicable law, interviewing witnesses and investigating claims, developing trial strategies, and directing law enforcement officers in further investigation.
5. Assists professional staff in the analysis of specific cases, advises on case development and serves as a mentor on legal matters.
6. Responsible for the development of all policies and procedures guiding the operations of the Prosecutor's office.
7. Prosecutes some of the most serious or sensitive felony cases. Selects jury, presents arguments, examines and cross-examines witnesses, introduces physical exhibits, confers with Judge and defense counsel on points of law and procedure, and argues factual conclusions to a Judge or jury. Files appeals when deemed necessary.
8. Provides advice and direction to all police and enforcement agencies in the County.
9. Responsible for all administrative functions of the office including budget preparation and monitoring, data processing, bookkeeping, and related matters.
10. Represents the County to a variety of other agencies on law enforcement matters.
11. Responsible for on-call obligations after hours and on weekends for police inquiries, preparation of search warrants, and preparation of criminal complaints.

Other Functions

None listed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Law degree from an accredited law school.

Experience: This is an elected position and there is no requirement for experience. For job evaluation purposes, the recommended experience requirement is seven years of criminal law experience including experience as an Assistant Prosecutor or in a closely related capacity.

Other Requirements: Licensed to practice law in the State of Michigan.

FLSA Status: Exempt.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

Ability to access all courtrooms within the County

Ability to remove books and other reference materials from bookshelves and transport to worksite.

Prolonged sitting and standing while in the courtroom.

Ability to carry briefcase, files and legal volumes to courtrooms.

Working Conditions:

Works in office and courtrooms.

Exposure to individuals charged and/or convicted of a variety of criminal offenses.