

OTSEGO COUNTY

PROSECUTING ATTORNEY

General Summary

The elected Prosecuting Attorney is the chief law enforcement officer for the County. Represents the People of the State of Michigan in the prosecution of misdemeanor and felony cases in the courts. Represents the best interests of children involved in divorce cases, and represents the People of the State of Michigan in juvenile delinquency cases, child abuse and neglect proceedings, and other miscellaneous hearings in the Family and Probate Courts. Supervises staff performing victim rights functions. Directs the activities of assistant prosecuting attorneys and support staff and is responsible for all administrative functions of the office. Performs various other functions as prescribed by statute.

Essential Functions

1. Supervises legal and support staff, directly and through the Chief Assistant, includes interviewing applicants for employment, overseeing the training of staff, assigning work, reviewing and evaluating performance, and dealing with 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. Drafts and reviews search warrants.
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. Includes the research of applicable law, interviewing witnesses and investigating claims, developing trial strategies, and directing law enforcement officers in further investigations.
5. Assists professional staff in the analysis of specific cases, advises on case development and serves as a mentor on legal matters. Coordinates the prosecution strategy on major criminal cases.
6. Responsible for the development of all policies and procedures guiding the operations of the Prosecutor's office.
7. Regularly prosecutes the felony cases on the docket of the circuit court, including 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.

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8. Reviews major criminal investigations and provides legal advice and direction to all police and enforcement agencies in the County.
9. Takes the lead on family support matters which includes initiating cases and obtains orders for child support and paternity, preparing legal documents necessary for family support matters, interviews parties and advises them of legal procedures, responsibilities and consequences, and appears in court on proceedings arising out of family support matters.
10. Advises and represents the Department of Human Services on child abuse and neglect petitions and actions to terminate parental rights.
11. Responsible for all administrative functions of the office including budget preparation and monitoring, data processing, bookkeeping, and related matters.
12. Serves in an on-call status to respond to requests for arrest and search warrants.
13. Represents the County to a variety of other agencies on law enforcement matters.

Other Functions

14. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

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 at least six 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. MS Office proficiency.

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.

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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.
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.
Responds to warrant requests on a seven day, 24-hour basis.