

**INGHAM COUNTY  
JOB DESCRIPTION**

**ASSISTANT PROSECUTING ATTORNEY**

**GENERAL SUMMARY:** Under the direction of the Prosecuting Attorney, the Chief Assistant Prosecuting Attorney, or other senior attorneys, prosecutes persons accused of violating criminal laws by analyzing, preparing, and presenting evidence before the County Courts. Because of inexperience, usually tries the more routine cases.

**TYPICAL DUTIES:**

1. On a rotational basis reviews warrant requests - deciding whether the request should be authorized.
2. Prepares cases for trial, gathering and analyzing all evidence, contacting supportive witnesses or field experts planning trial strategy and researching all points of law.
3. Appears in District Courts to conduct pre-trial preliminary examinations, motions, trials and jury trials of cases and extradition papers.
4. Interviews police and civilians concerning complaints on criminal matters and determines appropriate disposition.
5. May do plea bargaining subject to office procedures and policies.
6. Prepares Fugitive, Search warrants and extradition papers as assigned.
7. May handle Circuit Court cases, as assigned.
8. May be assigned to handle appellate cases.
9. Will be assigned on a rotational basis to Probate / Juvenile Court cases.
10. May appear at mental commitment hearings.
11. Through rotation, serves "on-call" basis to law enforcement agencies during non-working hours to provide legal assistance in investigations of complaints and crimes.

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**ESSENTIAL JOB FUNCTIONS:** With or without accommodations, this employee must be capable of reading police reports, documents and other materials. Must be capable of verbally interviewing and disposing victims and witnesses in person and over the telephone. Will be required to appear in court in front of Judges and court audiences in Lansing, East Lansing and Mason. Must be available for 24 hour on-call schedule. Must be capable of relative mobility to be able to access any part of the county and many times specific remote crime scenes. Will lift and carry heavy case files in office and to court.

**DEGREE/EXPERIENCE:** Must be a graduate of an accredited school of law and licensed to practice in Michigan, or having taken the bar exam and are awaiting bar results. Must have 3-5 years experience.

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The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.