

**INGHAM COUNTY  
JOB DESCRIPTION**

**CHIEF ASSISTANT PROSECUTING ATTORNEY**

**General Summary:**

Under general direction of the Prosecuting Attorney, administers criminal justice in County by supervising all attorneys, professional staff and clerical help on department staff in maintaining high degree of competence and efficiency in handling of criminal cases, civil cases and rendering other legal services for the County to its citizens. Acts for and as the Prosecutor in the absence of the elected Prosecutor.

**Essential Functions:**

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

1. Reviews and evaluates with each Assistant Attorney dispositions of criminal and civil cases assigned to them.
2. Reviews criminal and civil cases, and recommends and/or determines their disposition.
3. Prepares search warrants and advises and assists agencies in their use.
4. Interviews police and civilians concerning complaints on criminal and civil matters and determines appropriate disposition.
5. Consults with staff attorneys on work assignments, regarding individual cases, criminal complaints, investigations, questions of law, and procedures.
6. Consults with Administrator concerning secretarial staff and professional staff regarding work loads, case assignments, scheduling and other administration problems.
7. Conducts pre-trials, preliminary examinations and tries criminal cases in Circuit Court.
8. Assists and advises all law enforcement agencies within County on legal problems, questions of law and procedure, investigations, individual cases and policies.
9. Trains new staff members.
10. May review schedule of cases for trial in Circuit Court.
11. Performs plea bargaining with defense attorneys on cases pending.
12. May perform any duty carried out by a lower classified Assistant Prosecuting Attorney.
13. Serves on an "on-call" basis for all major felony cases to advise police during non-working hours.
14. Statutorily serves as acting Prosecutor when Prosecuting Attorney is absent from the County.
15. Reviews all *nolle prosequi* and information.
16. Aides the Prosecutor in the long range office planning and personnel assignments.
17. Evaluates performance of assistant Prosecutors.
18. Tries selected major felony cases.
19. Resolves interdivisional conflicts.
20. Assists in the selection of new personnel.
21. Assists in developing goals and objectives for entire department.

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22. Gets involved with personnel and labor relations activities for the department.
23. Oversee and advise on all lawsuits.
24. Receives and reviews FOIA denial appeals.
25. Serves as Prosecutor's designee on the Ingham County Concealed Weapons Licensing Board; responds to telephone inquiries concerning gun permits and gun laws.
26. Prepares and presents annual budget, including the Capital Improvements Budget, to the Controller's Office, Budget Office, and BOC Committees; oversees the monthly expenditures, authorizes transfers to insure the budget is balanced. Determines necessary computer courtroom equipment, presents request for funding to BOC, drafts resolutions and purchases equipment.
27. Represents Prosecutor on various Boards as requested.
28. Drafts necessary BOC resolutions and presents them to BOC Committees.
29. Initiates new policies and drafts procedures for implementation.
30. Schedules APA's for court hearings, lineups, investigative subpoenas, and polygraph examinations.
31. Conducts extensive review of bond revenue account. Oversees the account.
32. Negotiates collective bargaining agreement with APA's.
33. Receives and addresses complaints against APA's.
34. Reviews denials of criminal warrants.
35. Schedules speakers and location for annual retreat for APA's. Coordinates time with all courts.
36. Develops and monitors Court Activity Tracking System.
37. Develops and oversees the Annual Report.
38. Performs related duties as required.

### **Other Functions:**

39. None listed.

### **Employment Qualifications:**

**Education:** Bachelor's degree and Law degree.

**Experience:** Five years of related experience in areas of administration, labor relations and management.

### **Other Requirements:**

Must be licensed to practice law in Michigan.

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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):

**Working Conditions:**

Works in office conditions.

October, 1999

