

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY CHIEF ASSISTANT PROSECUTING ATTORNEY

General Summary:

Under general direction of the Chief Assistant Prosecuting Attorney and the elected Prosecutor, assists with administering criminal justice in Ingham County by helping to assure that department staff maintain a high degree of competence and efficiency in handling criminal cases, civil cases and rendering other legal services for the County to its citizens. Acts for and as the Chief Assistant Prosecuting Attorney as directed and in his/her absence.

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 employee may be expected to perform.)

1. Formulate policies for the prosecution of domestic violence cases.
2. Supervise and maintain records of domestic violence prosecutions.
3. Serve as a member and liaison to the Capitol Area Family Violence Prevention Coalition.
4. Serve as the Prosecutor's designee on boards, coalitions, committees, and groups as assigned.
5. Locate, apply and monitor all domestic violence related grants.
6. Serve as Unit Chief of District Court.
7. Oversee policy making and legal issues for the Diversion and Victim/Witness Units.
8. Serve as a member of the hiring committee along with the Chief Assistant, and such Unit Chiefs as designated by the Prosecutor.
9. Make hiring recommendations and assists the Prosecutor in the selection of new personnel.
10. Responsible for training Assistant Prosecuting Attorneys, with the assistance of the Chief Assistant.
11. Aides the Prosecutor in the long range office planning and in developing goals and objectives for entire department.
12. May perform any duty carried out by a lower classified Assistant Prosecuting Attorney.
13. Performs related duties as required.

Other Functions:

14. None listed.

Employment Qualifications:

Education: Bachelor's degree and Law degree.

Experience: Must have at least two years of experience as an Assistant Prosecuting Attorney and have served as a Unit Chief.

Other Requirements:

Must be licensed to practice law in Michigan.

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.

March, 2001

