

**INGHAM COUNTY  
JOB DESCRIPTION**

**PRINCIPAL ATTORNEY (Unit Chief Designation)**

**GENERAL SUMMARY:**

Under the general direction of the Chief Assistant Prosecuting Attorney, conducts prosecution in Court proceedings on behalf of the County by gathering and analyzing evidence, reviewing pertinent decisions, policies, regulations and other legal matter. Presents evidence against accused before the Courts. Assists in training other attorneys in department.

**TYPICAL DUTIES:**

1. Interviews victims of crime, complaining witnesses, and Police Officers seeking criminal warrants and where it appears appropriate issues the warrant or co-authorizes warrants.
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 and Circuit Courts of County to conduct pre-trial preliminary examinations of cases as assigned.
4. Appears in Court for trials, arraignments, motions and other Court procedures.
5. May do plea bargaining subject to office procedures and policies.
6. Prepares search warrants, fugitive warrants and extradition papers as necessary.
7. Prepares schedule of cases for trial in Circuit Court.
8. Trains and assists inexperienced attorneys.
9. Assists Prosecutor and Chief Assistant Prosecutor in departmental policy development.
10. May perform any duty carried out by a lower classified attorney.
11. Through rotation, serves "on-call" basis to law enforcement agencies during non-work hours to provide legal assistance in investigations of complaints and crimes.

/82

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.