

# Assistant Prosecuting Attorney III



## Position Description

### Status

Regular Full Time

### Reports to

Chief Assistant Prosecuting Attorney

### Compensation

5% above top step of C43

### Supervises

Some

### Bargaining Unit

Assistant Prosecuting Attorney Employees' Association "ACAP"

### Position Category

Manager

### Summary

At the discretion of the elected Allegan County Prosecuting Attorney, the Assistant Prosecuting Attorney III is responsible for performing any and all duties directed by the Prosecuting Attorney, as set forth by the Constitution and statutes of the State of Michigan, and is subject to the same qualifications, statutes, requirements, penalties and obligations applicable therein.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Trains, mentors, assists, guides and advises other Assistant Prosecuting Attorneys (APAs) on work related matters. Has discretion to reduce non-fatality plea offers pursuant to office policy and supervise others APAs in plea negotiations.
2. Evaluates other APAs and provides feedback to the Prosecuting Attorney (PA) and Chief Assistant Prosecuting Attorney (CAPA) for their use in APA performance reviews.
3. Supervises other APAs' scheduling within their division, in completion of warrant review, case preparation, motions, sentencing guideline scoring, witness interviews and other related assignments.
4. Handles complex cases and a large, often varied, caseload; Manages a docket efficiently.
5. Handles special prosecutor case as accepted by the Prosecuting Attorney from the Attorney General's Office.
6. Represents the office at specialty court team meetings and at internal and external agency team meetings, including but not limited to Mental Health Treatment Court, Sobriety Treatment Court, Veteran's Treatment Court, Drug Treatment Court, Family Court/DHHS team meetings, Allegan County Coordinating Council on Domestic Violence, Safe Harbor Children's Advocacy Center Case Review, and any other team meeting as directed by the Prosecuting Attorney or Chief Assistant Prosecuting Attorney.
7. Assists the PA and CAPA in all supervisory and administrative duties as needed and assigned.

8. Acts in the absence of the PA and CAPA with limited authority as needed and assigned. Such instances will be discussed with the PA and the CAPA as soon as available.
9. Provides direction, supervision and guidance to all office staff as needed and assigned by the PA and CAPA. Adheres to applicable guidelines set forth by the PA and the CAPA in such instances.
10. Assigns or reassigns cases to other APAs, only with express permission of the PA or CAPA
11. Includes, by reference herein, all essential functions required of an APA, in addition to those duties outlined above.

## **Competencies**

- Customer Focus
- Teamwork
- Employee Engagement
- Process Focus
- Financial Resources
- Goal/Results Oriented
- Communication
- Leadership & Influence
- Decision Making & Judgement
- Analysis & Problem Solving

## **Supervisory Responsibility**

This position has some direct supervisory responsibilities, as noted in Essential Functions.

## **Work Environment**

This job operates in professional office and courtroom environments. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. Employee is likely to encounter extremely gruesome or disturbing subject matter, extremely disruptive and/or dangerous people, threats to one's personal safety, or life and death situations.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to express oneself and exchange information both verbally and in writing. The employee is frequently required to move about the office environment; operate a computer and other office machinery; and move or transport files or other items to meetings and other office spaces. This is largely a sedentary role; however, some filing is required. The ability to open filing cabinets and bend or stand on a stool as necessary is required.

## **Travel**

Travel is required to access County buildings and employees and may be required to other counties.

## Required Education and Experience

1. Juris Doctorate in Law from an accredited law school
2. Member of the Michigan State Bar in good standing
3. Minimum five (5) years of prosecutorial, trial, or other relevant experience, as evaluated by the Prosecuting Attorney
4. Possesses a wide variety of experience in their division, including the knowledge and ability to confidently handle any work assigned to them with minimal supervision and guidance.
5. Effectively and conscientiously interacts with victim/clients, opposing counsel, judges, support staff, recognizing the importance of communication necessary to properly handle a larger caseload, consisting of more complex and sensitive cases.
6. Willingness and ability to proactively take on additional or more demanding cases or responsibilities according to the needs of the department.
7. Similar to a PA or CEPA, demonstrates excellent discretion, judgement, communication skills, problem solving skills, with ability to assess complex or sensitive situations and make wise decisions while balancing the interests of all those involved.

## Other Duties

Ability to competently perform all the essential duties of the position, with or without reasonable accommodation, demonstrated commitment to effective customer service delivery, and the ability to work productively as a member of a team or work group are basic requirements of all positions at Allegan County.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

## Signature

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_