

# Assistant Prosecuting Attorney



## Position Description

### Status

Full-Time, Nonexempt

### Compensation

C43

### Bargaining Unit

Assistant Prosecuting Attorney Employees'  
Association "ACAP"

### Reports to

Chief Assistant Prosecuting Attorney

### Supervises

None

### Position Category

Manager

### Summary

At the discretion of the elected Allegan County Prosecuting Attorney, the Assistant Prosecuting Attorney 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. Responsible for prosecuting misdemeanor, felony, juvenile delinquency, child abuse, guardianship, animal control, neglect, and mental incompetence proceedings and court cases.
2. Perform on-call and warrant duties when necessary; requires immediate response to telephone and internet connectivity; contact may travel to office, crime scene, etc.
3. Represents the People of the State of Michigan in criminal prosecutions at all stages of the process; assists with preparation of civil lawsuits in Circuit Court including drafting complaints, motions, discovery, settlement conferences, trials, judgments and post-judgment proceedings.
4. Appears in court to represent the best interests of the children involved in child protection proceedings and divorce cases.
5. Attends and participates in all specialty courts; must be knowledgeable in parameters for entry into Veterans Court and for placement in the Felony Probation Swift and Sure Sanctions program.
6. Provides education and legal opinions, advice and information to law enforcement, Department of Social Services, Board of Commissioners, and City/County departments and other agencies regarding new laws, statutes, and cases.

7. Prepares appellate briefs, conducts research, and presents arguments to the Court of Appeals and other appellate Courts.
8. Participates on various interagency and interdepartmental committees as required by the Prosecuting Attorney; attends meetings, workshops, seminars, etc. to keep abreast of legal matters.
9. Handles special prosecutor cases as accepted by the Prosecuting Attorney from the Attorney General's Office.
10. Remains educated and trained on new legislations and case law.
11. Mentors less experienced APAs as appropriate under the guidance of the APA III's.
12. Performs other related essential duties as required.

## **Competencies**

Competencies are listed below.

- 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 does not have direct supervisory responsibilities.

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets.

## **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. Must have graduated from an accredited law school and be a member of the Michigan State Bar.
2. Prefer two (2) years post law school experience, but will consider new graduates or newly-barred attorneys depending upon law school experience.

## **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 \_\_\_\_\_