



# WEXFORD COUNTY, MICHIGAN

Administration Office, 437 E. Division, Cadillac, MI 49601 231-779-9453 231-779-9745 FAX

## **Position Available – Internal/External Job Title: Assistant Prosecuting Attorney**

- Department: County Prosecutor
- Classification: Full-Time (37.5 hrs /wk)  
Full Benefits
- Benefits Include: Hybrid Pension – minimum 5% employee contribution  
Health, Dental & Vision Insurance – mandatory 10% employee contribution  
Paid Holidays, Vacation & Medical Leave  
Life Insurance  
Short-term Disability Insurance
- Salary: \$55,000 to \$60,000 DOQ
- Qualifications:
1. Graduation from a college or university with a bachelor's degree and further, graduation from law school and licensed to practice law in Michigan.
  2. Considerable knowledge of the laws and regulations of the State of Michigan.
  3. Ability to organize well and present information and facts well.
  4. Ability to work effectively with the public and fellow employees.
  5. Ability to see, hear and speak effectively and without limitation.
  6. Able to stand or sit in one spot for long periods of time, moving arms, hands, back and entire body.
- Essential Duties:
1. Prepares for court appearances by drafting briefs, researching case law, analyzing evidence and planning.
  2. Attends various hearings, pre-trial conferences and plea discussions, representing the County based on evidence available.
  3. Delivers cases in Court, carrying out opening and closing statements, arguing motions, calling and examining witnesses.
  4. Explains evidentiary legal requirements and theories to police officials, requests additional detail and may request warrant authorization.
  5. Regularly confers with the Prosecutor on case direction, alternatives, extent of case, and adjustment of possible procedural errors.
  6. May conduct extensive research on cases with appeals pending.
- Supervision: County Prosecutor
- Application: Submit application & resume to the Administration Office, Historic Courthouse, 437 E. Division St., Cadillac, MI 49601

*Posted: Thursday, December 3, 2020*



## **Wexford County Position Description**

### **Position: Assistant Prosecuting Attorney**

**Summary:** As a practicing attorney, represents the people of Wexford County and the State of Michigan prosecuting civil and criminal cases as assigned by the Prosecuting Attorney.

**Supervision Received:** Supervision is general and is received from the Prosecuting Attorney.

**Supervision Exercised:** None.

**Responsibilities, Essential Duties, and Functions:** An employee in this position may be called upon to do any or all of the following essential duties: (These examples not include all of the duties which the employee may be expected to perform.)

1. Receives prosecution related task assignments, obtaining options, explanations and clarifications on procedural methods and techniques.
2. Meets with involved parties, witnesses, police officials, victims and so forth to build case background. Explores case options and develops approach and methodology.
3. Prepares for court appearances by drafting briefs, researching case law, analyzing evidence and planning.
4. Attends various hearings, pre-trial conferences and plea discussions, representing the County based on evidence available.
5. Delivers cases in Court, carrying out opening and closing statements, arguing motions, calling and examining witnesses.
6. Explains evidentiary legal requirements and theories to police officials, requests additional detail and may request warrant authorization.
7. Regularly confers with the Prosecutor on case direction, alternatives, extent of case, and adjustment of possible procedural errors.
8. May conduct extensive research on cases with appeals pending.
9. Carefully avoids conflict of interest situations in matters which may suggest such conditions.
10. Keeps current on recent legal decisions, changes in the law, pending legislation and recurrent criminal acts within the County.
11. Perform related work as required.

**Essential Functions, Qualifications, and KSA's for Employment:** All of the following functions, qualification, KSAs (knowledge, skills, and abilities) and duties are essential. An employee in this class, upon appointment, should have the equivalent of the following:

1. Considerable knowledge of the laws and regulations of the State of Michigan.
2. Ability to organize well and present information and facts well.
3. Ability to work effectively with the public and fellow employees.

4. Ability to see, hear and speak effectively and without limitation.
5. Able to stand or sit in one spot for long periods of time, moving arms, hands, back and entire body.
6. Graduation from a college or university with a bachelor's degree and further, graduation from law school and licensed to practice law in Michigan.

Wexford County  
February 1992