



WEXFORD COUNTY, MICHIGAN

Human Resources Office, 437 E. Division, Cadillac, MI 49601 231-779-9452 231-306-0150FAX

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: \$60,000 to \$75,000 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
- Submittal: Please submit interest to the Human Resources Office, Historic Courthouse, 437 E. Division St., Cadillac, MI 49601. Position will be opened until filled.

Posted: October 18, 2023