



WEXFORD COUNTY, MICHIGAN

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

Position Available – Internal/External

Job Title: Chief Assistant Prosecuting Attorney or Assistant Prosecuting Attorney DOQ

Classification: Full-time (40 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: **Chief Assistant:**
\$93,840 *Current*
\$105,000 to \$114,400 DOQ *Effective 10/01/2026*
Assistant:
\$62,400 to \$80,000 DOQ *Current*
\$80,000 to \$95,680 DOQ *Effective 10/01/2026*

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. Review police reports and make charging decisions for summons' and warrants.
2. Appear in court for arraignments, pretrial conferences, preliminary exams, motion hearings, probation violations, bond violations, and trials for misdemeanor, felony, and juvenile cases.
3. Review search warrants.
4. Prepare for court proceedings by researching applicable case law and statutes. Prepare and respond to motions and briefs.
5. Appear for and conduct mental health hearings.
6. Confer with defense attorneys, probation agents, and law enforcement.
7. Discuss prosecution and strategy of cases with staff attorneys.
8. Prosecute and defense appeals as assigned and appear before the Appellate Courts.
9. Adhere to and enforce the Crime Victims' Rights Act.
10. Consistent and punctual attendance is an essential function of this position.
11. All other duties as assigned.

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.