

County Of Leelanau  
Job Description

**CHIEF ASSISTANT PROSECUTING ATTORNEY**

Supervised by: Prosecuting Attorney  
FLSA Status: Exempt

**General Summary:**

Under the supervision of the Prosecuting Attorney, represents the People of the State of Michigan in all facets of criminal prosecution and dependent/neglect proceedings involving children in the District Court, Probate Court, Circuit Court, Michigan Court of Appeals, and Michigan Supreme Court. Has full authority to act in any matter in the absence of the Prosecuting Attorney, as directed. This position requires irregular hours and travel by the employee in his or her own vehicle.

**Essential Job Functions:**

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves in a full-time capacity as the chief legal assistant to the Leelanau County Prosecuting Attorney.
2. Makes determinations on the authorization of criminal charges by reviewing police reports, interviewing victims, witnesses, and police officers. Applies Michigan statutes, procedural law and constitutional law in making decisions concerning the authorization of criminal charges.
3. Makes determinations on the authorization of dependent/neglect proceedings involving children. Decides whether to proceed for termination of parental rights.
4. Engages in legal research, drafts legal briefs, prepares and answers motions, and interviews witnesses in preparation for court appearances.
5. Conducts felony and misdemeanor trials in Circuit Court and District Court, respectively. Conducts criminal trials, dependent/neglect trials and parental rights termination hearings in juvenile court. Conducts mental commitment proceedings in Probate Court.
6. Conducts preliminary examinations in District Court on felonies, presenting evidence necessary to bind over felony cases for trial in Circuit Court. "On call" to police officers and court at the direction of the Prosecuting Attorney. Represents the Prosecutor's Office at civic functions as directed by the Prosecuting Attorney.

7. Prepares appeals and appellate briefs and oral argument to the Circuit Court, Michigan Court of Appeals and Michigan Supreme Court.
8. Renders legal advice to law enforcement officers.
9. Renders legal advice to elected officials, as requested by Prosecuting Attorney. Legal advice limited to non-labor issues.
10. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A Jurist Doctorate and State Bar License.
- Two years experience as a practicing attorney including trial experience.
- A Michigan vehicle operator's license.
- Thorough knowledge of Michigan statutes as well as procedural and constitutional law.
- Skill in compiling and evaluating complex data and formulating positions and arguments.
- Skill in oral presentation, examination and cross-examination.
- Skill in developing and fostering effective public relations.
- Ability to establish effective working relationships and work cooperatively with other individuals and agencies within the criminal justice system.
- Ability to critically assess situations, solve problems, work effectively under stress, within deadlines and changes in work priorities.
- Ability to maintain accurate and complete records and maintain confidentiality.
- A criminal background check and finger printing are required prior to employment.