

POSITION VACANCY

**APPLICATIONS WILL BE ACCEPTED FROM THE GENERAL PUBLIC
BEGINNING APRIL 30, 2013 AND ACCEPTED UNTIL MAY 17, 2013.**

**(THIS POSTING MAY BE REVISED OR EXTENDED IF A
QUALIFIED APPLICANT IS NOT RECEIVED)**

JOB TITLE: Deputy Prosecuting Attorney, #1130

Date Posted: April 30, 2013
Department: Prosecutor
Hours: 40 + hrs.
Salary: Up to \$63,780.00 Annually

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Wayne County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Deputy Prosecutor for the Prosecutor's Office, responsible for prosecuting criminal charges and juvenile petitions filed in Wayne County Superior Court III.

DUTIES:

Supervises and directs assigned staff, including planning/delegating work assignments, analyzing workload, training/developing/motivating staff, and evaluating performance.

Informs supervisor and assigned staff of organizational developments and communicates and administers personnel programs and procedures.

Prosecutes cases before a judge and/or jury, representing the State of Indiana in all infraction charges, misdemeanor, felony and juvenile cases in Superior Court III.

Evaluates criminal and juvenile arrests and/or requests for criminal charges to determine which cases to formally charge and file.

Reviews and analyzes police reports on juvenile, misdemeanor, and felony cases to determine appropriate theories of prosecution.

Meets with criminal defendants and criminal and/or juvenile defense attorneys to evaluate cases and make appropriate plea agreement offers for disposition of criminal and/or juvenile cases filed.

Attends various court hearings as well as discovery depositions.

Prosecutes cases set for criminal trials, juvenile fact-findings or other related hearings, including juvenile petitions and criminal misdemeanors, infractions and felonies.

Conducts legal research, prepares legal documents and legal briefs and memorandums of law.

Maintains communication and/or interviews witnesses in preparation for trials and hearings and maintains communication with probation and law enforcement officers, defendants, attorneys, and victims.

Evaluates defendants for Pre-Trial Diversion and Infraction Deferral Programs.

Assists other attorneys, including covering hearings and conflict cases in other Wayne County Courts.

Assists law enforcement officers with general information and requests.

Assists juvenile probation department officers in determining appropriate courses of action to pursue in regard to juvenile matters.

Serve on 24-hour call in regard to juvenile matters and/or respond to emergencies from off-duty status.

Attend proceedings in Hagerstown Town Court when required by supervisor.

Attend and/or testify in legal proceedings as required.

Serves on committees or agencies as designated by the Prosecuting Attorney.

Performs related duties and assists in other Wayne County Courts as assigned.

I. JOB REQUIREMENTS:

Doctorate of Jurisprudence and license to practice law in Indiana.

Must be at least 21 years of age.

Thorough knowledge of criminal law, juvenile law, constitutional law, federal, state, and local laws/ordinances, and trial advocacy, with the ability to effectively administer department operations, counsel witnesses, and prepare to argue cases before the court.

Thorough knowledge of standard legal procedures and practices of Wayne county Courts and Prosecutor's Office, with ability to facilitate court proceedings.

Working knowledge of English grammar, spelling and punctuation, and ability to write and edit reports.

Ability to properly operate a variety of standard office equipment, including a computer, printer, VCR and tape recorder and audio/video recording equipment.

Ability to effectively communicate orally and in writing with co-workers, local and state law enforcement agencies, local courts, other county departments, the Wayne County Probation Department, Bureau of Motor Vehicles, Hagerstown Town Court, and the general public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to supervise and direct assigned staff, including planning/delegating work assignments, and analyzing workload, training/developing/motivating staff, and evaluating performance.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to comply with all employer and department policies and work rules, including but not limited to, attendance, safety, drug-free workplace and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to compile, collate, or classify data, analyze, evaluate, observe, diagnose, and investigate.

Ability to coordinate, place and make determinations and fabricate data to discover facts or develop concepts or interpretations.

Ability to understand, memorize, retain and follow oral or written instructions.

Ability to present findings in oral or written form.

Ability to file, post, mail materials.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time, and work rapidly for long periods, often under time pressure.

Ability to testify in legal proceedings/court.

Ability to plan and layout assigned work projects.

Ability to read and interpret detailed prints, sketches, layouts and maps.

Ability to apply knowledge of people and locations.

Ability to regularly work extended hours, weekends and evenings and occasionally travel out of town for conferences, sometimes overnight.

II. DIFFICULTY OF WORK:

Incumbent prosecutes defendants in accordance with legal requirements, exercising judgment to effectively research and investigate cases, prepare and argue cases before the court, and ensure most appropriate prosecution as individual cases demand. Incumbent's work involves a range of duties often requiring careful consideration of a variety of circumstances, and involves multiple choices and interrelationships.

III. RESPONSIBILITY:

Incumbent assures proper enforcement of laws and legal requirements for Wayne County, including working with and/or investigating members of the public, and preparing and arguing cases before the court. Objectives of Incumbent's work are known, with highly sensitive and/or unusual cases discussed with Prosecutor as needed. Work is reviewed for soundness of judgment and technical accuracy. Errors in incumbent's work are primarily detected through notification from other departments/agencies/public, and undetected errors could result in endangerment to self or others, inconvenience and loss of time and money to department/other agencies/public.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, local and state law enforcement agencies, local courts, other county departments, Wayne County Probation Department, Bureau of Motor Vehicles, Hagerstown Town Court, and the general public for the purposes of exchanging information and ideas, explaining and interpreting policies and procedures, and instructing and guiding others.

Incumbent reports directly to the Prosecuting Attorney.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment and in the courtroom, including sitting and walking at will, sitting for long periods, speaking clearly, keyboarding, and hearing sounds/communication. Incumbent may work with or be exposed to violent or irate individuals and may respond to situations involving potential physical harm to self and others. Incumbent regularly works extended hours, weekends and evenings and occasionally travels out of town for conferences, sometimes overnight.

**APPLY AT: Wayne County Human Resources,
401 East Main Street, Richmond, IN 47374**

or on-line at: <http://www.co.wayne.in.us>

**Wayne County Government is
an Opportunity Employer**