

Deputy Prosecuting Attorney Arraignments

Full Time Position

FLSA Status: Exempt

Essential Duties and Responsibilities:

Conduct criminal case prosecution in court proceedings on behalf of St. Joseph County and the State of Indiana, including the following duties:

Gather and analyze evidence for assigned cases. Review police and investigative reports and interview witnesses to ascertain facts of case. Review law and facts of individual cases to ascertain appropriate charges within Office charging policy.

Correlate findings and prepare cases. Prepare materials, including appropriate motions, memoranda, and orders, and appear in Court at all scheduled hearings on assigned cases.

Review pertinent decisions, policies, regulations, attend local and in house training seminars and otherwise remain current with developments in the law regarding pending cases to maintain a high professional standard of competency.

Maintain accurate records of all developments in assigned cases including entering notes to files and/or computerized case management system.

Other duties as may be assigned from time to time.

Work Attributes: Attorneys must be able to work closely with fellow attorneys in a cooperative manner. Position requires self confidence and ability to speak competently to victims, Courts and other professionals. Individuals must be able to quickly evaluate and re-evaluate case status in the give and take atmosphere of the criminal justice system.

Supervisory Responsibilities: None for initial position. Senior T&M deputies may be assigned to supervise and train initial deputies.

Education and Professional Competence: J.D. and admission to practice before the Supreme Court of Indiana. DPA must maintain good standing with the Indiana Supreme Court including maintaining a current status with Continuing Legal Education requirements and Disciplinary fees.

Physical Demands: Position does not require any heavy, repetitive, or overhead lifting. Position requires familiarity with normal office machines and computer skills.

Work Environment: Interior office environment in close proximity to other employees.

[Deputy Prosecuting Attorney - Arraignments @ St. Joseph County, IN](#)