

POSITION DESCRIPTION
COUNTY OF PORTER, INDIANA

POSITION: Deputy Prosecutor
DEPARTMENT: Prosecutor
DIVISION: Valparaiso
WORK SCHEDULE: 8:30am - 4:30 pm, M - F
JOB CATEGORY: PAT (Professional, Administrative, Technological)

STATUS: Full-time

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Porter 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 those accommodations would present an undue hardship.

Incumbent Serves as Deputy Prosecutor for the Porter County Prosecutor's Office, responsible for attending court sessions, preparing cases for prosecution, and conducting legal research.

DUTIES:

Attends court sessions in cases filed in Superior and Circuit Court. Maintains and manages individual case load in a timely and effective manner.

Prepares cases for trial and daily court calls for prosecution, including drafting legal documents, preparing case files, determining best case strategies, conducting preliminary hearings/depositions, preparing witnesses for testimony, and communicating with victims as needed. Communicates with victim advocates as appropriate. Ensures compliance with Victims' Rights Act.

Conducts legal research associated with prosecution of assigned cases. Reviews related court decisions and legal precedents. Searches and retrieves case files from storage.

Communicates cases with attorneys, such as discussing cases and negotiating potential case resolutions.

Determines possible treatments and programs for defendants such as problem-solving courts.

Communicates and coordinates with law enforcement agencies, including preparing and filing charges and providing legal advice regarding investigations.

Managing court calendars and appointment schedule.

Performs related duties as assigned.

JOB REQUIREMENTS:

Juris Doctor Degree in Law.

Maintains continuing legal education requirements, including attending professional conferences, training, seminars and workshops and researching and maintaining knowledge of case law. Maintain Indiana Law license and remain in good standing with the Indiana Supreme Court.

Ability to obtain and maintain Indiana Law license and remain in good standing with the Indiana Supreme Court.

Practical knowledge of and ability to apply federal, state, and local laws and ordinances to a variety of individual situations and circumstances for the preparation and prosecution of cases before the court.

Practical knowledge of standard procedures and practices of Department and County courts, with ability to effectively prepare and argue cases before the court.

Practical knowledge of standard office procedures, basic computer skills including data processing/spreadsheet/email, as well as Department-specific software/applications with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard filing systems with ability to create and maintain accurate and complete Department files.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare correspondence and detailed reports, interview to obtain information, and advise people.

Ability to properly operate standard office equipment, including computers, calculators, copiers, scanners, and other equipment as needed.

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, courts, law enforcement professionals, treatment and program centers, and the

public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

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

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

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to prepare detailed reports, such as progress and financial reports.

Ability to plan and present public speaking presentations and testify in legal proceedings/court.

Ability to compare or observe similarities and differences between data/people/things, analyze/compile/collate/evaluate data, and make data-driven decisions.

Ability to regularly serve on-call on a rotation basis and occasionally work extended hours and evenings and travel out of town for continuing legal education, meetings, and sometimes overnight.

DIFFICULTY OF WORK:

Incumbent exercises independent judgment in interpreting general guidelines, instructions and rules to adapt them to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new or unique problems.

RESPONSIBILITY:

Incumbent is responsible for authoritatively interpreting and applying departmental policies and practices to a variety of unrelated cases and circumstances, The quality of the work product is assessed according to achievement of desired results, which are clearly specified. Unusual situations are discussed with the supervisor, and work is periodically reviewed for compliance with precedent and legal requirements.

PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other State and County departments, courts, law enforcement professionals, treatment and program centers, and the public for the

purposes of exchanging information, rendering services, negotiating solutions, and providing instruction and mentoring.

Incumbent reports directly to Supervising Prosecuting Attorney.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a courtroom or a standard office environment involving sitting/walking at will, sitting for long periods, driving, lifting/carrying objects weighing less than 25 pounds, handling/grasping/fingering objects, keyboarding, close vision, depth perception, hearing sounds/communication and speaking clearly. Incumbent may be exposed to violate/irate individuals.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Deputy Prosecutor for the Prosecutor's Office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Please complete the county application found at <https://www.portercountyin.gov/> under County Administration then Employment and send with a resume to e-mail prospc@portercountyin.gov.