

Deputy Prosecuting Attorney – Level 5/6 Felonies

South Bend, IN

POSITION: DEPUTY PROSECUTING ATTORNEY, TRAFFIC AND MISDEMEANOR

DEPARTMENT: PROSECUTOR'S OFFICE

WORK SCHEDULE: WEEKDAYS, MAY INCLUDE WEEKEND AND EVENING HOURS

JOB CATEGORY: OPTIONAL/PREFERRED

SALARY: \$80,740

STATUS: FULLTIME

FLSA STATUS: EXEMPT

DATES: OPTIONAL: UNTIL FILLED

To perform this position successfully, an individual must be able to perform each essential function. The requirements listed in this document are representative of the knowledge, skill, and/or abilities required. St. Joseph 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 Prosecuting Attorney handling level 5 and 6 felony cases with a significant focus on professional development.

Benefits

Affordable Medical, Dental, and Vision Plans

Paid Time Off (PTO) with generous accruals

Employer Paid Life Insurance coverage

Short-Term and Long-Term Disability (STD/LTD)

Flexible Spending Accounts (FSA) for healthcare and dependent care

Gym Membership Discounts to encourage wellness

Employer-Funded PERF (Public Employees' Retirement Fund)

Access to additional voluntary benefits and resources

Responsibilities

As deputy prosecuting attorney in the traffic and misdemeanor division, you will gather and analyze evidence, interview

witnesses, determine charges, prepare for and appear at trial, coordinate with victim advocates, attend trainings

and remain current with developments in the law.

Review law and facts of individual cases to ascertain appropriate charges within Office charging policy.

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

Other duties as may be assigned from time to time.

Education/Experience

Successful applicants must have a J.D. and be a member in good standing of the Indiana Bar or be expected to meet those criteria before beginning their employment.

Physical Requirements

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

Apply at: [Deputy Prosecuting Attorney Felony Level 5/6 Division](#)