

ASSISTANT PROSECUTING ATTORNEY I,II,III

GENERAL STATEMENT OF DUTIES: Performs a wide variety of legal tasks in circuit, probate and district court which includes legal research, representation of the County in civil and criminal law proceedings and court cases; provides legal opinions; works under supervision; performs related work as required.

STATEMENT OF TASKS:

Prepares and conducts trials in circuit, probate and district court;
Assists when required with proceedings at appellate and/or supreme or federal courts, as well as before administrative agencies;
Interviews complainants and police and issues orders for warrants in criminal cases;
Furnishes information on inquiries and complaints submitted to the office of the Prosecuting Attorney;
Prepares and follows up on extradition cases;
Takes statements from suspects and participates in various hearings when summoned by State, County or City officials;
Handles hearings in Probate Court for economically disadvantaged people, represents the State in mental commitment and juvenile delinquency cases.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Expanding knowledge of modern principles and practices of law including the Michigan Court Rules and Rules of Evidence;
Ability to analyze legal problems and present findings in an orderly manner;
Ability to become proficient in criminal law and trial practice;
Ability to communicate very effectively both orally and in writing;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Assistant Prosecuting Attorney I

Graduation from law school and member of the Michigan State Bar.

Assistant Prosecuting Attorney II

Member of the Michigan State Bar and at least one (1) year of experience in the practice of law.

Assistant Prosecuting Attorney III

Member of the Michigan State Bar and at least two (2) years of experience in the practice of law.

Notice It is the policy of the Genesee County Prosecutor's Office to encourage career service by Assistant Prosecutors. The salary schedule shall be implemented so that an employee hired as an Assistant Prosecuting Attorney I will be advanced to an APA II after having successfully completed one (1) year of service as an APA I. An APA II will be advanced to an APA III after having successfully completed one (1) year of service as an APA II. The Prosecuting Attorney retains the right to hire at any established level regardless of the number of years of experience prior to hire.

Established: 1968
Revised: March 29, 1999


Personnel Director