

## **ASSISTANT PROSECUTING ATTORNEY – SEXUAL ASSAULT SPECIALIST**

**GENERAL STATEMENT OF DUTIES:** Coordinates investigations into sexual assault complaints generated by grant-funded DNA testing of previously untested Sexual Assault Evidence Kits; determines whether or not to authorize criminal charges on these complaints; vertically prosecutes cases for which charges are authorized; performs legal research; works under the supervision of the Prosecutor; performs related work as required.

### **STATEMENT OF TASKS:**

Works with investigators and other grant team members in investigation and prosecution of sexual assault cases generated from DNA testing of Sexual Assault Evidence Kits;  
Makes decisions on authorization of criminal charges;  
Vertically prosecutes charged sexual assault cases from District Court through trial and sentencing in Circuit Court;  
Interviews witnesses and sexual assault victims, child and adult;  
Performs related tasks as required.

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:**

Experience and expertise in the prosecution of sexual assault cases;  
Ability to work with sexual assault victims, including children;  
Ability to work well with others, including police, colleagues and victim advocates;  
Knowledge of Michigan case and statutory law, including Court Rules and Evidence Rules;  
Proficiency in criminal law and trial practice;  
Ability to research and analyze legal problems, communicate well orally and in writing, and work well with others;  
Ability to work regularly and under stressful conditions.

### **MINIMUM QUALIFICATIONS:**

Eight (8) years of experience as an attorney.

Experience over a five year period handling a combination of sexual assault and domestic violence cases. Individual cases do not have to be BOTH sexual assault and domestic violence. This includes but is not limited to: warrant review, petition review (delinquency or neglect-abuse), preliminary examinations, misdemeanor or felony trials (bench or jury), preliminary hearings, delinquency or neglect and abuse (NA) trials (bench or jury), motions hearings, sentencing or appeals;

Experience handling (as explained above), as an attorney and/or a prosecutor, 25 sexual assault/sexual abuse/Domestic Violence cases in a courtroom setting (e.g. prelims (felony or delinquency or NA), trials (jury or bench), motion hearings, sentencings. Time as a family court referee or judge may be applied to the computation of the 25 cases;

Must have at least five (5) jury trials.

  
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Human Resources Director

Established: October 29, 2015  
Revised: October 18, 2019  
Revised: November 25, 2019