

## ASSISTANT PROSECUTING ATTORNEY TRAINEE

GENERAL STATEMENT OF DUTIES: Performs a variety of legal tasks in Probate, District and Circuit Courts which includes legal research, representation of the County in legal proceedings and court cases; develops legal opinions; works under supervision; performs related duties as required.

### STATEMENT OF TASKS:

Prepares and tries cases in Probate, District and Circuit Courts;  
Interviews complainants 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, City or County officials;  
Handles hearings in Probate Court for economically disadvantaged people, hears  
commitments and juvenile 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:

Knowledge of modern principles and practices of law;  
Ability to analyze legal problems and present findings in an orderly manner;  
Ability to become proficient in the practice of law;  
Ability to communicate on a highly effective basis both orally and in writing;  
Ability to maintain good interpersonal relationships;  
Ability to attend work regularly and work under stressful conditions.

### MINIMUM QUALIFICATIONS:

Graduation from an accredited law school.

Established: February 24, 1975  
Revised: January 11, 1999  
Revised: March 29, 1999

  
Personnel Director