

## **Managing Assistant Prosecuting Attorney**

**GENERAL STATEMENT OF DUTIES:** Works under the direct supervision of the Prosecutor and the Chief Assistant; manages and supervises multiple divisions and work groups within the Prosecutor's Office – both APAs and support staff; consults with Administration on office-wide issues and policies; directs training of APAs; represents the Prosecutor in various courts as directed; performs related duties as required.

### **STATEMENT OF TASKS:**

Manages and supervises multiple divisions and work groups within the Prosecutor's Office, including APAs, clerical and support staff;  
Directs the training of APAs assigned within his/her area;  
Participates with Administration in the formulation, implementation and execution of office policies – both legal and general;  
Serves as a liaison between the Prosecutor's Office and various courts and agencies;  
Prepares and handles cases and appears in various courts as needed and directed, including District, Circuit, Family and appellate courts;

The class specification 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:**

Leadership ability in the context of a fast-paced, high-stress legal environment;  
Ability to manage and supervise a large number of employees of various classifications, both professional and support staff;  
Ability to manage any of the various divisions and work groups within the Prosecutor's Office;  
Comprehensive knowledge of law and legal practices that pertain to the various tasks and duties of the Genesee County Prosecutor's Office;  
Ability to work under the direction of Administration and to collaborate with and to work in coordination with other managers;  
Ability to work under stressful situations;  
Ability to attend work regularly;  
Ability to maintain good interpersonal relationships;  
Ability to communicate effectively, both orally and in writing;  
Ability to handle, as necessary, criminal cases of various kinds in various courts, including but not limited to felony jury trials.

### **MINIMUM QUALIFICATIONS**

A graduate of an accredited law school **and** License to practice law in the State of Michigan **and** Membership in the State Bar of Michigan **and** 10 (ten) years of experience in the practice of law; Of those 10 (ten) years in the practice of law:

- At least 5 (five) years experience in prosecuting criminal cases or in another governmental law office; and
- Of those 5 (five) years at least 3 (three) years experience in the trial of felony cases as a prosecutor; and

- Assignment as a practicing attorney to at least two offices, divisions, or work groups for a period of at least 2 (two) years and at least 1 (one) of such offices, divisions, or work groups principally involved the prosecution of felony cases, and such assignment provided the opportunity for close collaboration on a regular basis with a supervisor, manager, or administrator.

Date Established: September 15, 2010  
Revised: September 26, 2011

  
\_\_\_\_\_  
Human Resources Director