

SPECIAL ASSISTANT PROSECUTING ATTORNEY

GENERAL STATEMENT OF DUTIES: Performs work under the general direction of the Prosecuting Attorney; researches, develops, and maintains grants for use by the Prosecuting Attorney's Office; supervises the development of grants and special projects; supervises, coordinates, and directs the work of clerical staff; represents the Prosecutor's Office in courtroom settings; performs related duties as required.

STATEMENT OF TASKS:

Supervises preparation of grant applications to state and federal agencies and departments and other funding sources;
Researches grant and funding information and provides the Prosecuting Attorney and others with such information;
Designs evaluation and monitoring systems for projects, as directed;
Monitors projects upon implementation to assure compliance with grant requirements and project objectives;
Establishes and maintains liaisons with state and federal agencies and departments and other funding sources related to grants and funding;
Prepares and conducts trials in circuit, district, and probate court;
Supervises and directs the day-to-day clerical activities;
Assists in the training of new clerical employees and orienting new staff;
Prepares and maintains required reports and records;
Represents the Prosecuting Attorney at community events or on various committees as assigned;
Works on special projects as assigned.

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:

Thorough knowledge of modern principles and practices of law;
Ability to learn and implement grant writing and application procedures;
Ability to learn and carry out the procedures and policies of the Prosecuting Attorney's Office;
Ability to learn and follow the organization and programs of the Prosecuting Attorney's Office;
Ability to analyze legal problems and present the findings in an orderly manner;
Ability to supervise professional and clerical staff;
Ability to train staff;
Ability to communicate clearly and effectively both orally and in writing;
Ability to prepare and present complex oral and written reports;
Ability to read, analyze and interpret complex materials;
Ability to use computers and related software such as spreadsheets, database and word processing;
Ability to work effectively with government officials, department heads, employees and the public;
Ability to attend work regularly and work under stressful conditions.

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MINIMUM QUALIFICATIONS:

Membership in the State Bar of Michigan, three (3) years of legal experience, and two (2) years of grant writing experience successfully obtaining funds.

Established: April 12, 2005


Human Resources Director