



JOB VACANCY

Office of the Prosecuting Attorney
Hillsdale County, Michigan

Position: Assistant Prosecuting Attorney

Position Summary

The Office of the Prosecuting Attorney for Hillsdale County is seeking an attorney to serve as an Assistant Prosecuting Attorney (APA).

Position Description

1. Reviews and authorizes criminal warrant requests from State and local law enforcement agencies, analyzes police reports, collects input from law enforcement officer(s), researches law as necessary to determine applicable statutes, and determines whether adequate grounds exist to authorize a warrant.
2. Researches and prepares criminal cases for trial motion, sentencings and other proceedings. Includes the research of applicable law, interviewing witnesses and investigating claims, developing trial strategies, and directing law enforcement officers in further investigations.
3. Appears in court for motions, trials, sentencing, extradition, and other proceedings. Selects jury, presents arguments, examines and cross-examines witnesses, introduces physical exhibits, confers with Judge and defense counsel on points of law and procedure, and argues factual conclusions to a Judge or jury.
4. Works cooperatively with law enforcement officers from various agencies to ensure investigation and reporting of assigned cases are accomplished in accordance with professional and judicial rules and standards. Provides advice and instruction to police agencies.
5. Attempts to resolve and dispose of pending criminal cases by conferring with attorneys and parties involved in order to reach agreement on pleas and potential sentences.
6. Drafts motions, briefs and other legal documents.
7. Represents the Prosecuting Attorney's Office in Juvenile Court matters including, delinquency, and mental commitment cases. Includes review of juvenile petitions, case research, investigation, and presentation in court.
8. Reviews requests for search warrants and authorizes warrants as appropriate.
9. Responds to citizen questions and complaints.
10. Assists in the preparation, drafting, and presentation of actions for civil forfeiture.

11. Participates in continuing education seminars and trainings regularly.
12. Reviews scholarly articles, journals and case law updates to remain current on changes and relevant legal issues.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

Minimum Qualifications

1. Must possess a law degree from an accredited law school.
2. Must be licensed to practice law by the State of Michigan and be in good standing with the Michigan Bar Association.
3. Must have working knowledge of the criminal justice system and criminal law.
4. Must be highly organized and detail oriented.
5. Must be self-motivated and able to work independently as well as collaboratively with all members of the Prosecuting Attorney's Office.
6. Excellent communication skills, both written and verbal.
7. Must maintain a professional demeanor when dealing with the public, law enforcement agencies, community partners, and other County offices.
8. Must be able to exercise sound judgement, make informed decisions, apply common sense, carry out instructions, and independently problem solve situations that arise and require immediate resolution.
9. Must be able to effectively handle and cope with vicarious stress from many sources. Because of the emotional state of victims and their families, as well as the defendant and their families, the courtroom settings can be dangerous. There is a potential for violence and intimidation. Position includes routine exposure to individuals who have been charged and/or convicted of a variety of criminal offenses, including sex offenses and assaultive crimes.
10. Must be able to use standard office equipment and office technology. General computer literacy and willingness to learn office specific software is integral. Advanced training or experience in trial preparation related software is preferred.
11. Must be able to pass a background check including a criminal history and Central Registry check.

Salary and Benefits

Salary Range - \$55,993-69,992

Benefits – Medical insurance, retirement plan, paid time off.

Please submit resume and cover letter to Desiree Belote, Office Manager
d.belote@co.hillsdale.mi.us