

Jackson County

JOB DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, associates may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ASSISTANT PROSECUTING ATTORNEY I – 06912

Department: Prosecuting Attorney
Pay Grade: 250
Reports to: Division Chief
FLSA Status: Exempt

GENERAL PURPOSE

This position is responsible for maintaining a criminal docket of 20-30 felony and misdemeanor cases. The Attorney is also responsible for special action assignments, legal research assignments and special Prosecutor assignments as determined by the department head or his/her designee. The attorney must have supervisory approval of dismissals and resolution of changes. Responsible for filing of charges, prosecution of cases when appropriate.

ESSENTIAL JOB FUNCTIONS

- Files criminal charges, reviews cases for presentation to grand jury, trying cases before judges and petit jurors.
- Reviews police investigations to determine whether charges should be brought.
- Maintains communications with attorneys, courts, general public, public defenders, victims, and witnesses.
- Conducts research, case preparation, and trial presentation.
- Prepares evidence and witnesses for trial after bringing charges.
- Maintains records, including documentation of case action and disposition.
- Extends offers in criminal cases and enters into plea negotiations
- Performs other related duties as required/assigned.

Family Support

- Obtains orders establishing legal paternity (parenthood) and support orders in compliance with state and federal law.
- Files criminal non-support charges and civil contempt legal actions.
- Reviews and prepares legal pleadings to be filed in the civil case, drafting, and preparing other motions and legal documents.
- Communicates with litigants involved in the cases, and State administrative workers.

Special Victims Unit

- Works on are sex cases, domestic assault cases, and cases where a child or elder is involved.
- Handles the prosecution of all probation violations, and cases before the court on motions for post-conviction relief, and other general miscellaneous work in that division which doesn't fall into any other category.
- Serves multiple shifts as the on-call prosecutor for Special Victims Unit per year and serves at least one shift as the office general crimes on-call prosecutor per year.

Warrant Desk

- Serves as a docket attorney at the warrant desk.
- Handles the driving docket and tries assigned trial cases.
- Assists with the probation docket and responsible for handling the management, plea offers, legal issues, bond issues, or other matters that arise in those areas.
- Works the initial stages of cases on the driving docket and assigned trial cases needing review.
- Works trial cases until their completion and assists on other cases ranging from a variety of offenses including burglaries, robberies, assaults, possessions, thefts, tampering, etc.
- Serves as the unit coordinator for assigned unit.

White Collar Crime and Public Corruption Unit

- Research complex and emerging legal issues, drafts and files pleadings in trial courts and the Missouri Court of Appeals and presents argument and elicit testimony in court in various felony criminal proceedings.
- Provides specialized guidance to prosecutors on various issues related to sentencing, parole, and probation.
- Reviews tax evasion, hotel licensure, and daycare licensure referrals
- Drafts target letters, communicates with targets and their attorneys, and coordinates compliance.
- Serves as the attorney assigned to Division 50 of the Sixteenth Circuit Court for proceedings occurring at the Kansas City division, which requires approximately 6 hours per week of in-court time, plus additional time for preparation and monitoring.

MINIMUM QUALIFICATIONS

- Juris Doctorate from an accredited college or university of law.
- Must be a member of the Missouri Bar Association
- Three (3) years of progressively responsible experience.
- Must submit to and pass a pre-employment background check and drug screen.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of department policies and procedures.
- Knowledge of courtroom procedures, drafting motions, filing procedures, trial practice and technique.
- Knowledge on preparation of legal documents, legal briefs, and correspondence.
- Knowledge of analyzing case issues, clarifying factual and legal issues, and resolving conflicting data.
- Knowledge of oral and written communication techniques.
- Knowledge of Missouri Criminal Law.
- Knowledge of Missouri Approved Charges - Criminal.
- Knowledge of Missouri Approved Instructions - Criminal.
- Knowledge of privacy law.
- Knowledge of Missouri Civil Law.
- Knowledge of the Code of Professional Responsibility as outlined in Missouri Supreme Court Rule 4.
- Skill in legal research.

WORKING CONDITIONS

- Work environment is primarily indoors, within a modern smoke-free office setting, where noise and temperature levels are moderate.

PHYSICAL REQUIREMENTS

- **Climbing/Balancing** – Must be able to balance oneself sufficiently to maintain body equilibrium and prevent falling while moving up and down ladders, stairs, stools, and the like, to complete various assigned tasks.
- **Crawling** – Must be able to move about on hands and knees or hands and feet, to complete various assigned tasks.
- **Crouching/Kneeling** – Must be able to crouch and/or kneel sufficiently to complete various assigned tasks.
- **Grasping/Handling** – Must be able to extend arm(s) and hand(s) in any direction sufficiently to pick up, hold, and/or otherwise work with an object, using one's hands to complete assigned tasks.

- **Hearing** – Must be able to have normal conversations and two-way radio/telephone communications; must be able to receive detailed information through oral communication, and to make the discrimination in sound, to complete various assigned tasks.
- **Lifting** – Must be able to occasionally lift up to 40-50 pounds of equipment and supplies, to complete various assigned tasks.
- **Mental Acuity** – Must be able to make rational decisions through sound logic and deductive processes, to complete various assigned tasks.
- **Pushing/Pulling** – Must be able to sufficiently haul, tug and/or push objects weighing up to 30 pounds, using one's arms, to complete assigned tasks
- **Repetitive Motion** – Must be able to repetitively move and/or motion using one's wrists, hands, and/or fingers, to complete various assigned tasks.
- **Sitting** – 80% of the time – Must be able to sit for long periods of time to complete various assigned tasks.
- **Speaking/Talking** – Must be able to speak English clearly to convey detailed or important spoken instructions to other workers accurately and concisely.
- **Standing** – 10% of the time – Must be able to stand while completing various assigned tasks. Particularly for sustained periods of time.
- **Stooping** – Must be able to sufficiently bend one's body down and forward, requiring full motion of the lower extremities and back muscles, to complete various assigned tasks.
- **Visual Acuity** – Must be able to sufficiently to operate motor vehicles, heavy equipment, miscellaneous handheld tools, to complete various assigned tasks.
- **Walking** – 10% of the time – Must be able to walk between workstations and to wait on the general public.