

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 II – 06913

Department: Prosecuting Attorney
Pay Grade: 270
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.
- Maintains communications with attorneys, courts, general public, public defenders, victims, and witnesses.
- Conducts research, case preparation, and trial presentation.
- Maintains records, including documentation of case action and disposition.
- Performs other related duties as required/assigned.

New Start Diversion Program

- Oversees the Countywide New Start Diversion Program, and the treatment courts, which includes conducting all screening for Diversion and rescreening for treatment Courts.

- Manages the Mental Health Diversion programs and oversees the pending Mental Health evaluations and commitments with the Department of Mental Health.
- Responsible to updating the processes and trainings for these programs.
- Serves on the Grand Jury review team.
- Works with the Grand Jury attorney and the reviews team to set schedules, present cases, select and manage the Grand juries, and organizes the presentation calendars.
- Screens cases for potential resolutions, and the Diversion Programs.
- Serves on Homicide Committee and have an assigned Violent Crimes caseload.
- Works with the Crime Gun Intelligence Center, which specializes in ballistics forensic evidence and prosecution to assist with gun prosecution in Jackson County, and with the implementation of new ballistics evidence measures taken in the area.
- Serves as a regular resource for the office and law enforcement on firearms laws in Missouri.

MINIMUM QUALIFICATIONS

- Juris Doctorate from an accredited college or university of law.
- Must be a member of the Missouri Bar Association
- Four (4) 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.