



GENESEE COUNTY — M I C H I G A N —

SENIOR ASSISTANT PROSECUTING ATTORNEY

POSITION CLASS:

AFSCME 496.01

HIRING AUTHORITY:

Prosecutor's Office

JOB SUMMARY:

Performs a wide variety of legal tasks in Circuit (Criminal and Family Court), District Court with occasional Probate Court appearances, or of assigned to the Appeals Bureau, in the Court of Appeals or Supreme Court.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Appears at arraignments, pretrials, probable cause conferences, preliminary examinations, preliminary hearings, review hearings, dispositional hearings and misdemeanor sentence hearings.
- Represents the People in probation violation and show cause matters.
- Interviews complainants and police officers relative to criminal cases the APA is prosecuting to prepare for court hearings.
- Conducts legal research.
- Attends community meetings and law enforcement agency meetings at the direction of the elected prosecutor.
- Conducts complex criminal litigation in areas including but not limited to homicide, sexual assault, multiple defendant cases, gang-related criminal conduct and continuing criminal enterprise crimes.
- Serves as lead in trials with junior staff for oversight and training.
- Provides training to law enforcement community and other prosecutors.
- Reviews law enforcement requests for arrest warrants.
- Drafts or reviews search warrants.
- Prepares and manages forfeiture and nuisance abatement matters.
- Where assigned to the Appeal Bureau, responds to motions involving complex legal issues in the trial courts and represents the Office in appellate briefs and oral arguments in the Court of Appeals and the Supreme Court.
- Serves on advisory committee to the elected prosecutor as requested

The above statement of Essential Job Duties and Functions 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 the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Must be conversant in the Michigan Court Rules, Michigan Rules of Evidence and Michigan Rules of Professional Conduct.
- Ability to conduct computer assisted legal research using WestLaw or Lexis/Nexis.
- Ability to analyze legal problems and present findings in an orderly manner.
- Effective oral and written communication skills.
- Strong interpersonal communication and relationship building skills.
- Proficient in criminal law, neglect abuse law, delinquency matters, drug interdiction, forfeiture law, marijuana law, victim rights law and trauma informed practices.
- Proficient in trial practice.
- Able to attend work regularly and work under very stressful, fast paced conditions.
- Ability to take direction from senior staff members.
- Ability to work independently, collaboratively and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

Graduation from an accredited law school and a member of the State Bar of Michigan in good standing;

-AND-

Eight (8) years' experience as a lawyer conducting complex litigation with at least 10 jury trials or 25 bench trials or 20 oral arguments in the appellate courts;

-OR-

Five (5) years' experience as a prosecutor with at least 10 felony jury trials or a combination of 10 misdemeanor jury trials and 25 bench trials or 15 oral arguments in the appellate court;

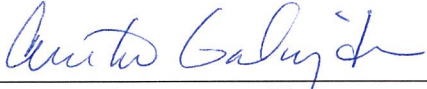
-OR-

Twenty (20) years' experience in a Prosecutor's Office.



PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.



Human Resources Director

Established: November 2023



