



BOONE COUNTY JOB DESCRIPTION

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|---|----------------------------|---------------------------|
| JOB TITLE: <u>First Assistant Prosecuting Attorney</u> | NEW: <u>X</u> | REVISED: _____ |
| | | (Please check one) |
| REPORTS TO: <u>Prosecuting Attorney</u> | FLSA: <u>Exempt</u> | DATE: <u>10/11</u> |
| DEPARTMENT: <u>Prosecuting Attorney</u> | | JOB CODE: 100 |

DEFINITIONS:

With limited supervision, prepares and prosecutes major felony cases, supervises assistant prosecuting attorneys, and counsels with them regarding appropriate disposition of their cases. This is the most senior level within the Assistant Prosecuting Attorney series.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Conducts factual and legal analysis of reports submitted by law enforcement agencies to determine whether charges should be filed based on the facts of law.

Represents the State of Missouri at docket calls; including arraignments, motion hearings, misdemeanor and felony guilty plea hearings, and probation violation hearings; makes recommendations to the courts as to the amount of bond to be set; conducts bench trials; presents evidence at preliminary hearings.

Represents the State of Missouri at Jury Trials; prepares for trials; interviews witnesses; makes pre-trial discovery requests; makes opening statements; examines witnesses; prepares jury instructions; prepares closing arguments and sentencing hearings.

Represents the State of Missouri at Grand Jury proceedings; presents evidence and questions witnesses before the Grand Jury.

Manages assigned cases; advises law enforcement as needed during investigations; confers with victims of crime; negotiates plea agreements with defense counsel; interviews witnesses; establishes trial strategy designed to secure a verdict of guilty.

Maintains proficiency in Missouri and Federal law; responds to law enforcement agencies' inquiries regarding search warrants and charging decisions; reviews documents; ensures that cases are disposed of within office policy guidelines; conducts weekly attorney's meetings to address issues of concern, and to ensure that weekly dockets are covered; consults with other assistants and provides professional experience and guidance in evaluating and processing criminal cases.

Serves as liaison between the Prosecutor's Office and the Court; provides assistance to the Prosecuting Attorney in formulating Office policy regarding case management.

Supervises Assistant Prosecutors in the Office in accordance with the County's policies and applicable laws; counsels assistant prosecutors in handling of their cases; participates in interviewing, hiring and training of new employees; plans, assigns, and directs work; appraises performance; rewards and disciplines employees; addresses complaints and resolves problems.

KNOWLEDGE AND SKILL:

1. Comprehensive knowledge of county, state and federal laws, regulations and statutes.
2. Comprehensive knowledge of court proceedings.
3. Comprehensive knowledge of legal databases and other research tools.
4. Comprehensive knowledge of Boone County policies and procedures.
5. Skill in researching and investigating leads, and in preparing cases for trial.
6. Skill in trying cases and presenting legal arguments.
7. Skill in communicating orally and in writing, and in establishing and maintaining cooperative working relationships with other departments, law enforcement agencies and the public.
8. Skill in hiring, training managing and evaluating staff.

MINIMUM QUALIFICATIONS:

A Juris Doctorate (J.D.) degree, a valid license from the Missouri Bar Association to practice law in the State of Missouri, and five years prosecuting experience.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)