



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Assistant Prosecuting Attorney I</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>First Assistant Prosecuting Attorney</u>	FLSA: <u>Exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Prosecuting Attorney</u>	JOB CODE: 200	

DEFINITIONS:

With limited supervision, investigates, prepares and prosecutes felony and misdemeanor cases for the State of Missouri. This is the fully qualified 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, 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; represents the State at 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.

Establishes, modifies and enforces judgments for child support, paternity, and state debt and medical support; signs pleadings; litigates petitions and motions to modify; drafts criminal complaints.

Maintains proficiency in Missouri and Federal law; responds to law enforcement agencies' inquiries regarding search warrants and charging decisions; reviews documents; ensures that assigned cases are disposed of within office policy guidelines; consults with other assistants regarding professional experience in evaluating and processing cases.

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. Good 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.

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 two years prosecuting experience.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)