



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Assistant Prosecuting Attorney I</u>	NEW: <u> </u>	REVISED: <u>X</u>
<small>(Please check one)</small>		
REPORTS TO: <u>First Assistant Prosecuting Attorney</u>	FLSA: <u>Exempt</u>	DATE: <u>11/2019</u>
DEPARTMENT: <u>Prosecuting Attorney</u>	JOB CODE: <u>200</u>	

SUMMARY:

With general supervision, investigates, prepares and prosecutes felony and misdemeanor cases for the State of Missouri. This is the entry 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, 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.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen and to correspond via email; must possess hearing and speech to communicate in person and over the telephone. Ability to operate a motor vehicle. Cognitive ability to understand and convey complex information.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

WORK ENVIRONMENT:

This job operates in a professional office environment. Professional attire is required. This position routinely uses office equipment such as computers, calculators, multi-line telephones,

photocopiers, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

MINIMUM QUALIFICATIONS:

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

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.