



EATON COUNTY PROSECUTOR DOUGLAS R. LLOYD
invites applications for the position of:

Assistant Prosecuting Attorney - Domestic & Sexual Assault

[Click Here to Apply Online: www.eatoncounty.org](http://www.eatoncounty.org)

SALARY: \$26.83 - \$41.36 Hourly
\$55,806.00 - \$86,028.00 Annually

OPENING DATE: 11/04/20

CLOSING DATE: 11/18/20 05:30 AM

GENERAL SUMMARY:

Under the direction of the Prosecuting Attorney and the Chief Assistant, reviews and authorizes requests for warrants, determines appropriate charges and prosecutes criminal and civil cases with a special emphasis on domestic and sexual assault, stalking, and personal protection order violations. Attempts to resolve and dispose of criminal cases or tries case in court.

Legal writing sample and cover letter required with job application

Salary to be determined based on experience as assessed by the Prosecuting Attorney

ESSENTIAL FUNCTIONS:

1. Reviews criminal warrant requests from State and local law enforcement agencies with emphasis on domestic and sexual assault cases and stalking cases, analyzes police reports, collects input from the law enforcement officer(s), researches the law as necessary to determine applicable statutes, and determines whether adequate grounds exist to authorize a warrant.
2. Researches and prepares criminal/civil cases for trial, motion, sentencing, and other proceedings. Includes the research of applicable law, interviewing witnesses and investigating claims, developing trial strategies, and directing law enforcement officer in further investigations.
3. Appears in court for arraignments, motions, trials, sentencings, and other proceedings to represent the Prosecutor.
4. Conducts jury and bench trials: selects juries, presents arguments, examines and cross-examines witnesses, introduces physical exhibits, confers with Judges and defense counsel on points of law and procedure, and argues factual conclusions to a Judge or jury.
5. Attends and represents the Prosecutor at 56A District Court Domestic Violence Court team staffing, review hearings, and probation violation hearings.
6. Works cooperatively with law enforcement officers from various agencies to ensure investigation and reporting of assigned cases is accomplished in accordance with professional and judicial rules and standards. Provides advice and instruction to police agencies.
7. Collaborates with law enforcement to educate and train law enforcement officers regarding domestic assault, sexual assault, and stalking investigation and prosecution.
8. Collaborates with victim advocates and community agencies to support victims of domestic and sexual assault.
9. Attempts to resolve and dispose of pending criminal/civil cases by conferring with attorneys and parties involved in order to reach an agreement on pleas and potential sentences.
10. Drafts motions, briefs and other legal documents.
11. Writes legal briefs and motions to be filed in the Court of Appeals and Michigan Supreme Court. Appears for oral arguments in the appellate courts.
12. Reviews requests for search warrants and authorizes warrants as appropriate.
13. Serves in an on-call status to respond to request for arrest and search warrants. Includes responding to police requests for search warrants for blood from suspected drunk drivers.
14. Assist with the preparation of grant proposals.
15. Other responsibilities as assigned.

MINIMUM QUALIFICATIONS:

- Law degree from an accredited law school.
- Licensed to practice law in the State of Michigan
- Two to three years as an Assistant Prosecutor or in a closely related criminal law capacity, with extensive experience prosecuting domestic assault, sexual assault, and stalking cases, as well as personal protection order violations.
- Extensive experience in working with victims of domestic and sexual assault.
- Extensive knowledge of Michigan law, court rules, and rules of evidence with special emphasis on those relating to domestic and sexual assault prosecution.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access all courtrooms within the County.
- Prolonged sitting and standing while in the courtroom.
- Proficient in the use of computers and other technological devices for file management and case presentation.

Working Conditions:

- Works in office and courtrooms.
- Exposure to individuals charged and/or convicted of a variety of criminal offenses.
- In person interaction with victims of domestic and sexual assault.

Eaton County is an Equal Opportunity Employer
Eaton County Advises Job Applicants That It Does Not Discriminate On The Basis Of Disabled Status

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.eatoncounty.org>

Position #2020-11-267.11.02.06
ASSISTANT PROSECUTING ATTORNEY - DOMESTIC & SEXUAL
ASSAULT
CS

1045 Independence Blvd.
Charlotte, MI 48813

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