Basic Information

Effective Date: 9/27/2018
Revised Date: 9/27/2018

Department: Prosecuting Attorney
Classification: NU75HR-EX
Reports To: 22060-01 - Prosecuting Attorney
Approved By:
Job Grade: NU7549

Supervises: 0
Pay Basis: Hourly
Pay Status: Full-Time
Pay Frequency: Bi-Weekly
Salary Range: 29.4302 -

JOB DESCRIPTION SUMMARY
To serve as assistant to the Prosecuting Attorney in representing the County in legal proceedings and prosecuting complaints; and to perform related work as required.

**SUPERVISION RECEIVED:** Work is performed under the general supervision of the County Prosecuting Attorney.

**SUPERVISION EXERCISED:** Supervision may be exercised over those assigned to assist.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which an employee may be expected to perform).

- Review and authorize warrant requests and Juvenile petitions, for Michigan State Police, County Sheriff's Department and municipal police departments.
- Assist in prosecuting complaints and preparing related legal advice.
- Furnish information on inquiries and complaints submitted to the Office of Prosecuting Attorney.
- Prepare search warrants for Michigan State Police, County Sheriff's Department and municipal police departments.
- Assist in serving as legal advisor to various County officials, boards, commissions, agencies and employees.
- Prosecute misdemeanors, felony and other cases in various courts.
- Prosecute and defend civil cases on behalf of the County.
- Prepare probate court petitions for indigents.
- Process extradition cases.
- Counsel, assist and prosecute for and on behalf of Department of Human Services.
- Serve as 24-hour on-call prosecutor for all law enforcement agencies (arrest warrants, search warrants and consultations) including serving as weekend and holiday on-call prosecutor.
- Consult with victims of juvenile, misdemeanor and felony crimes required pursuant to the state statute.
- Research, processing and preparation of appeals.
- Preparation of all legal documents necessary to representation of county board and county offices in general legal matters.
- Perform related work as required.

**DESIRABLE EDUCATION, EXPERIENCE and/or QUALIFICATIONS:** An employee in this class, upon appointment, should have the equivalent of the following training and experience.

- Graduation from an accredited law school.
- Zero (0) to five (5) years of experience in responsible legal investigation and research.
- Member of the Michigan Bar Association.
- Licensed to practice law in all Michigan Courts.
- Considerable knowledge of the principles, methods and practices of legal research and investigation.
- Considerable knowledge of judicial procedures and of the rules of evidence.
- Considerable knowledge of pertinent State, Federal and local laws and regulations and of legal reference sources.
- Ability to analyze legal documents and instruments to make accurate interpretations.
- Ability to work effectively with the public law enforcement agencies and other governmental units and employees.
Additional Information

Department: Prosecuting Attorney  
Position #: 11173  
Overtime Exempt: Yes  
Union: Non-Union/Full-Time (37.50 hours per week)  
Pay Grade: NU7549 (Starting wage $29.4302/hour - $57,388.89/annual)  
Work Location: Rex B. Martin Judicial Building

Fringe benefits include: Health, Dental, Life, Accidental Death & Dismemberment, Short Term Disability, Long Term Disability, Defined Contribution 401(a), Optional Vision, Accrued paid leave, various holidays.

Additional employment information may be found at [www.lenawee.mi.us](http://www.lenawee.mi.us) > Government > Human Resources

Disclaimer

To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

LENAWEE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

HR Signature / Date ___________________________  
Hiring Manager Signature / Date ___________________________