

# **VACANCY NOTICE FOR JOB POSTING AND BIDDING**

**CLASSIFICATION TITLE:** Assistant Prosecuting Attorney II                      **POSTING PERIOD BEGINS:** 11/09/2023

**DEPARTMENT:** Prosecutor's Office

**SALARY GRADE:** N14/12                      **START DATE (Anticipated):** ASAP

**HIRE RATE: (Minimum)** \$28.63-\$34.93/hour                      **BARGAINING UNIT:** Non-represented

## **GENERAL SUMMARY OF DUTIES**

Under the supervision of the Prosecuting Attorney and the Chief Assistant, reviews and authorizes requests for warrants, determines the appropriate charge and prosecutes criminal cases. As an experienced Assistant Prosecutor, assumes responsibility for a felony caseload of the circuit court, as well as other matters as necessary, and is assigned some of the more complex or sensitive cases. Attempts to resolve and dispose of criminal cases or tries case in court. May be responsible for managing the Probate Court caseload of the office. May be responsible for managing the Family Support section of the office.

## **MINIMUM QUALIFICATIONS**

**Education:** Law degree from an accredited law school.

**Experience:** Three years as an Assistant Prosecutor (or other relevant experience), three years' experience as a practicing family law attorney if duties include Family Support cases. May require some experience in preparing and presenting domestic relations cases before the court if duties include assignment to Family Support cases. Training must include specialized courses from the Prosecuting Attorneys Coordinating Council.

**Other Requirements:** Licensed to practice law in the state of Michigan