Date Revised: December 21, 2021

DEPUTY PROSECUTING ATTORNEY

Job Code: 22
Safety Classification: Safety Sensitive
Exempt: Yes
Department: Prosecuting Attorney
Reports To: Prosecuting Attorney
Location: Washington County Courthouse

SUMMARY:

The Deputy Prosecuting Attorney performs legal work of a routine nature. Work involves litigation and legal research; drafting legal documents; and interpreting laws, rules, and regulations and prosecutes cases in assigned court. Performs case evaluation, preparation and management; represents the State in pre-trial hearings and jury/court trials; and ensures effective communication with law enforcement, defense attorneys, court personnel, victims and family members, witnesses and other interested parties. Evaluates assigned cases by: reviewing documentation, conducting necessary legal research on applicable laws, interviewing witnesses or persons with knowledge of the cases, reviewing evidence, and determining most appropriate action(s) to be taken. Drafts, files and responds to necessary motions or other legal documents for trials and/or hearings. Explains legal process to potential witnesses, prepares witnesses for court testimony, and ensures clients or victims/families are kept informed on status of cases. Gathers, prepares and presents evidence, exhibits and related material for trials or hearings. Represents the State in trials and hearings by: conducting jury selection, presenting opening statements, conducting direct and cross-examinations of witnesses, and presenting closing arguments. Participates in settlement or plea negotiations. Prepares necessary legal documents if settlement or plea agreement is reached, and ensures signatures are secured and documents are filed as required. Performs other duties as assigned. Graduation from an accredited law school is required. Requires a current license to practice law in the State of Arkansas.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Litigation and legal research.
- Drafting legal documents.
- Performs case evaluation, preparation and management.

- Represents the state in pre-trial hearings and jury/court trials.

- Ensures effective communication with law enforcement, defense attorneys, court personnel, victims, witnesses, and other related parties.

- Drafts, files, and responds to necessary motions or other legal documents for trials, and/or hearings.

- Gathers, prepares and presents evidence, exhibits and related material for trials or hearings.

- Represents the State in trials and hearings by: conducting jury selection, presenting opening statements, conducting direct and cross-examinations of witnesses, and presenting closing arguments.

- Participates in settlement or plea negotiations.

- Prepares necessary legal documents if settlement or plea agreement is reached, and ensures signatures are secured and documents are filed as required.

- Perform any other related duties as required or assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

Professional degree (J.D., Ph.D., M.D., etc.), plus 2 years related experience and/or training, or equivalent combination of education and experience.

COMMUNICATION SKILLS:

Ability to read, analyze, and understand the most complex documents; Ability to respond effectively to the most sensitive inquiries or complaints; Ability to write speeches and articles using original or innovative techniques or style; Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers,

common fractions, and decimals. Ability to compute rate, ratio, and percent and to prepare and interpret bar graphs.

CRITICAL THINKING SKILLS:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal, logical or scientific symbolism such as formulas, scientific equations, and graphs. Ability to deal with a variety of abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS:

Requires a current license to practice law in the State of Arkansas.

SOFTWARE SKILLS REQUIRED:

Mastery: Presentation/PowerPoint
Advanced: Word Processing/Typing
Intermediate: Spreadsheet
Basic: Alphanumeric Data Entry

INITIATIVE AND INGENUITY –

SUPERVISION RECEIVED:

Under general direction, working from policies and general directives. Rarely refers specific cases to supervisor unless clarification or interpretation of the organization's policy is required.

PLANNING:

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.

DECISION MAKING:

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND:

Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING:

Minimal oversight. General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by organization's board of directors or business owner(s).

ACCURACY:

Probable errors would normally not be detected in succeeding operations and would definitely have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY –

FREEDOM TO ACT:
Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc

ANNUAL MONETARY IMPACT:
The amount of annual dollars generated based on the job's essential duties / responsibilities. Examples would include direct dollar generation, departmental budget, proper handling of organization funds, expense control, savings from new techniques or reduction in manpower.

Very small. Job creates a monetary impact for the organization up to an annual level of $100,000.

IMPACT ON END RESULTS:
Minimal impact. Job is focused on non-supervisory decision making activities and has minor impact on the organization's end results.

PUBLIC CONTACT:

Occasional contacts with patrons on routine matters.

EMPLOYEE CONTACT:

Contacts of little importance and usually with immediate associates only. Requires only ordinary courtesy to avoid friction in relationship incidental to working with others.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS:

Occasional use of highly complex machines and equipment; specialized or advanced software programs.

PHYSICAL ACTIVITIES:

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

High diversity, low physical. Work activities which allow for considerable amount of diversity as an incumbent performs a variety of tasks. Such tasks might be performed from a given work area, or the individual may move about physically in performing a variety of duties.

While performing the functions of this job, the employee is continuously required to talk or hear; regularly required to sit; occasionally required to stand, walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT:

Normal working conditions as found within an office setting, wherein there is controlled temperature and a low noise level, plus a minimum of distractions.

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

SIGNATURE SECTION:

This job description has been approved by all levels of management:

HR Director: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____Date_____