

Jackson County Prosecuting Attorney's Office Employment Announcement

SCOPE:

The Assistant Prosecuting Attorney is responsible for maintaining a criminal docket of 20-30 felony and misdemeanor cases. The Attorney is also responsible for special action assignments, legal research assignments and special Prosecutor assignments as determined by the Prosecuting Attorney or his/her designee. The attorney must have supervisory approval of dismissals and resolution of changes. Responsible for filing of charges, prosecution of cases when appropriate. Employee reports directly to Trial Team Leader, Chief Trial Assistant, Deputy Prosecuting Attorney and Prosecuting Attorney.

KNOWLEDGE AND SKILLS: (*Required to prior employment)

1. Knowledge of department policies and procedures.
2. Knowledge of courtroom procedures, drafting motions, filing procedures, trial practice and technique.
3. Knowledge on preparation of legal documents, legal briefs and correspondence.
4. Knowledge of analyzing case issues, clarifying factual and legal issues, and resolving conflicting data.
5. Knowledge of oral and written communication techniques.
6. Knowledge of Missouri Criminal Law.
7. Knowledge of Missouri Approved Charges - Criminal.
8. Knowledge of Missouri Approved Instructions - Criminal.
9. Knowledge of privacy law.
10. Knowledge of Missouri Civil Law.
11. Knowledge of the Code of Professional Responsibility as outlined in Missouri Supreme Court Rule 4.
12. Skill in legal research.

HUMAN RELATIONS:

1. Communicates with circuit judges, court clerks and other court personnel.
2. Communicates with various state and local law enforcement agencies.
3. Communicates with Defense Bar.

ILLUSTRATIVE TASKS: (This is not an inclusive list; other duties/tasks may be assigned)

1. Responsible for filing criminal charges, reviewing cases for presentation to grand jury, trying cases before judges and petit jurors.
2. Maintains communications with attorneys, courts, general public, public defenders, victims and witnesses.
3. Responsible for researching, case preparation, and trial presentation.
4. Responsible for record keeping, including documentation of case action and disposition.

ENVIRONMENTAL DEMANDS:

Work is performed in a modern office setting.

MINIMUM QUALIFICATIONS:

Must have a Juris Doctorate. Must be a member in good standing with the Missouri Bar.

PLEASE SUBMIT ALL MATERIALS TO:

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CLOSING DATE:

Posting is open until position is filled.