



# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

<b>Agency:</b> Prosecutors Office	<b>Unit:</b> Judicial Service
<b>Name:</b>	<b>Position Title:</b>
<b>Class Title:</b> Staff Attorney	<b>Class Number:</b>
<b>Supervisor's Title:</b> County Prosecutor	<b>Number:</b>

### JOB DESCRIPTION AND WORKER CHARACTERISTICS:

#### JOB DUTIES: In order of importance

#### ESSENTIAL FUNCTIONS OF THE POSITION: (\* indicates developed after employment)

80% (1) Under the direction of the County Prosecutor or her designee, this position is primarily responsible for performing professional legal work in preparing for prosecution and disposing of cases in the Sandusky County Courts, Juvenile Court and Common Pleas Court. Individual caseloads will be assigned based on current staffing levels. This position has a high degree of autonomy and must demonstrate an ability to work directly with law enforcement, courts, and administration. The successful candidate must possess impeccable organizational skills. This position may be on-call outside of normal working hours and is expected to assist law enforcement personnel, as needed, at any time of any day.

(1) <b>Knowledge of:</b>	(a); (b); (c); (d); (e).
<b>Skill in:</b>	(f); (g); (h).
<b>Ability to:</b>	(i); (j); (k); (l); (m); (n); (o).

20% (2) Makes charging decisions following review and evaluation of police reports. Remain current on trends and techniques in successful prosecution. Independently conduct trials and pretrial hearings. Interviews witnesses, victims, and law enforcement officers, and presents arguments in court. Must demonstrate professionalism in conferring with counsel for defense and witnesses. Performs legal research and drafts written motions, pleadings, arguments, and other memoranda.

(2) <b>Knowledge of:</b>	(a); (b); (c); (d); (e).
<b>Skill in:</b>	(f); (g); (h).
<b>Ability to:</b>	(i); (j); (k); (l); (m); (n); (o).

#### OTHER DUTIES AND RESPONSIBILITIES:

Performs other duties as assigned by Prosecutor.

# SANDUSKY COUNTY

An Equal Opportunity Employer

## POSITION DESCRIPTION

**Agency:** Prosecutors Office

**Unit:** Judicial Service

**Name:**

**Position Title:**

**Class Title:** Staff Attorney

**Class Number:**

**MINIMUM ACCEPTABLE CHARACTERISTICS:** (\* indicates developed after employment)

**Knowledge of:** (a) criminal investigation and law enforcement or investigative methods, practices and procedures; (b) agency policies and procedures; (c) safety practices and procedures; (d) case preparation techniques; (e) rules of evidence;

**Skill in:** (f) computer operation; (g) typing; (h) motor vehicle operation

**Ability to:** (i) maintain accurate documentation; (j) communicate effectively; (k) maintain confidential and sensitive information; (l) establish facts and draw valid conclusions; (m) use proper research methods in gathering data; (n) gather data, people or things; (o) handle sensitive inquiries from, and contacts with, officials and general public.