

**POSITION DESCRIPTION  
COUNTY OF CASS, INDIANA**

**POSITION:** Deputy Prosecutor  
**DEPARTMENT:** Prosecutor  
**WORK SCHEDULE:** As assigned  
**JOB CATEGORY:** SO (Special Occupations)

**DATE WRITTEN:** December 2021

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Cass County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Deputy Prosecutor for Cass County Prosecuting Attorney's Office, responsible for prosecuting appropriate criminal cases on behalf of the State of Indiana and of Cass County and fulfilling statutory duties on Level 6 Felony drug and domestic violence cases.

**DUTIES:**

Represents the State of Indiana in all cases brought by the department, including adult criminal, Level 6 Felony cases.

Conducts legal research associated with prosecution of assigned cases. Reviews related court decisions and legal precedents.

Reviews complaints filed, interviews involved parties, and gathers any other necessary information.

Prepares case for prosecution, including legal documents and filings, such as motions and petitions.

Prosecutes cases in criminal trials. Files criminal charges and conducts disposition.

Meets with the public about legal rights, responsibilities, and processes involved in seeking court relief. Meets with police officers on legal procedures and requirements relating to the performance of their duties.

Prepares all files for court, including creating discovery responses.

Consults with and aids Attorney General with appeals.

Serves on call, including conducting search warrants.

Prosecutor/Deputy

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

2+ years of experience as a deputy prosecutor and ability to relocate to Cass County preferred.

Achieve and maintain admission to the Bar with license to practice law in the State of Indiana.

Ability to take the oath of office.

Thorough knowledge of and ability to apply federal, state, and local laws and ordinances to a variety of individual situations and circumstances for the preparation and prosecution of cases before the court.

Thorough knowledge of standard legal procedures and practices of DeKalb County courts, with ability to effectively prepare and argue cases before the court.

Working knowledge of standard office procedures used by Prosecutor's Office with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of standard English grammar, spelling, and punctuation and ability to prepare court/legal documents and detailed written reports as required.

Ability to operate standard office equipment, such as computer, typewriter, calculator, and transcriber/dictaphone.

Ability to conduct legal research and interview and/or investigate offenders, victims, witnesses, crime scenes, and other persons/areas as individual cases demand.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to effectively communicate orally and in writing, with co-workers, other County departments, victims, law enforcement agencies, courts, CCP, Probation, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.

Ability to understand, memorize, retain, and carry out oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences between data, people, or things.

Ability to compute/perform arithmetic operations.

Ability to compile, collate, analyze, evaluate, coordinate, make decisions, and take action.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods, occasionally under time pressure.

Ability to apply knowledge of people and locations and plan/layout assigned work projects.

Ability to plan and present public speaking presentations.

Ability to testify in legal proceedings/court.

Ability to work extended hours, evenings, and weekends, travel out of town for training, sometimes overnight, respond to emergencies on a 24-hour basis, and serve on call.

## **II. DIFFICULTY OF WORK:**

Incumbent exercises analytical techniques to address problems that are embedded within the wide range of duties performed. Independent judgment is frequently needed to determine the impact of decisions on total operations and/or sets of cases. Incumbent operates within very general guidelines, adapting guidelines and rules to fit unique circumstances.

## **III. RESPONSIBILITY:**

Incumbent is responsible for authoritatively interpreting and applying departmental policies and practices to a variety of unrelated cases and circumstances. The quality of the work product is assessed according to achievement of desired results, which are clearly specified. Unusual situations are discussed with the supervisor, and work is periodically reviewed for conformity with departmental practices.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, victims, law enforcement agencies, courts, CCP, Probation, and the public, for purposes of giving and receiving information, presenting subject matter, and mentoring.

Incumbent reports directly to Prosecutor.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment and courtroom, involving sitting/walking at will, sitting/standing/walking for long periods, lifting/carrying objects weighing less than 50 pounds, bending/reaching, close vision, speaking clearly, hearing sounds/communication, and keyboarding. Incumbent maintains considerable contact with victims and defendants and may be exposed to irate/hostile individuals.

Incumbent works extended hours, evenings, and weekends, travels out of town for training, sometimes overnight, responds to emergencies on a 24-hour basis, and serves on call.

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Deputy Prosecutor describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name