

Job Posting: Deputy Prosecutor

Montgomery County Prosecutor's Office

Location: Montgomery County, Indiana

Position Type: Full-Time

Salary: Determined by County Ordinance (\$78,700 to \$84,432)

Position Overview

The Montgomery County Prosecutor's Office is accepting applications for a Deputy Prosecutor position. Qualified candidates must be licensed to practice law in the State of Indiana.

Duties and Responsibilities

The Deputy Prosecutor will be responsible for handling a caseload that primarily includes:

- Misdemeanor criminal cases
- Traffic offenses
- Court appearances in felony, misdemeanor, traffic matters, and civil hearings
- Case preparation, charging decisions, plea negotiations, and trials
- Working closely with law enforcement, court staff, and victims

In addition, the Deputy Prosecutor will:

- Participate in a rotating schedule to review and process warrant requests from law enforcement
- Draft and review charging information, probable cause affidavits, and related legal documents
- Maintain ethical and professional standards in accordance with Indiana law and prosecutorial obligations

Minimum Qualifications

- Juris Doctor (J.D.) from an ABA-accredited law school
- Must be licensed to practice law in Indiana
- Strong written and oral communication skills
- Ability to manage a caseload and meet deadlines
- Ability to work effectively with law enforcement, court personnel, and the public

Preferred Qualifications

- Interest in criminal prosecution and public service
- Courtroom or clinical experience (preferred but not required)
- Strong organizational and decision-making skills
- Ability to handle sensitive or distressing information and/or situations

How to Apply

Applicants should submit the following:

- Resume
- Cover letter
- Law school transcript (unofficial accepted)
- Any references

Applications may be submitted to:

Samantha.parker@montgomerycounty.in.gov and Jake.moore@montgomerycounty.in.gov

Montgomery County Prosecutor's Office
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