



Delaware County Job Description

AGENCY

Delaware County Prosecutor
100 W. Main St. RM 312
Muncie, IN 47305
765-747-7801

JOB TITLE:

Deputy Prosecuting Attorney

Reports to: Prosecutor

Subordinate Staff: Investigators, Interns

Other Internal Contacts: Courts, Probation, Public Defenders

External Contacts: Local, State and Federal law enforcement, Media, General Public

JOB SUMMARY

Primarily responsible for prosecuting crimes of violence against women. Works under guidelines set by policy and grant requirements, normally performing the duty assignments using methods and procedures at his/her discretion and limited only by policies set by administrative or legislative authority. End results determine effectiveness.

JOB DOMAINS

1. Review police reports, decide if more investigation is necessary, if not determine what crime(s) if any have been committed and by whom.
2. Prepare and file charges.
3. Monitor cases as they proceed to disposition, including all court hearings, pleadings motions, etc.
4. Prepare cases for trial including research, pretrial pleadings, instructions, witness preparations, and evidence preparation.
5. Trials.
6. Review search warrants and monitor execution of search warrants.
7. Provide training for law enforcement.
8. Respond to crime scenes to assist investigators.

KNOWLEDGE, SKILLS, AND ABILITIES

1. Specialized training to assist and advocate for female victims of violence.

2. Verbal communication skills to negotiate and try cases.
3. Writing skills to prepare pleadings, briefs, and memos.
4. Ability to understand and research Indiana and Federal law.
5. Reading skills to review reports, prepare, and try cases.
6. Ability to critically analyze facts and communicate in all mediums to various individuals.
7. Public speaking to educate the community on issues of violence against woman.

WORKING CONDITIONS

Required to work non-standard hours.

EDUCATION AND EXPERIENCE REQUIREMENTS

1. Graduate degree in law.
2. Admitted to the State Bar of Indiana.
3. Training in criminal prosecution including crimes against females.
4. Experience working with with law enforcement and victim advocates in domestic violence field.

PROFICIENCY

It may take up to 1 to 3 years to become proficient in this position.

SALARY

Salary range \$63,000 to \$68,000 depending on experience.