POSITION: Deputy Prosecuting Attorney Special Victims Unit
DEPARTMENT: St. Joseph County Prosecutor
WORK SCHEDULE: Monday-Friday 8:00am-4:30pm, rotating on-call
JOB CATEGORY: Legal
SALARY: $98,340
STATUS: Full-Time
FLSA STATUS: Exempt
DATES: Until Filled

To perform this position successfully, an individual must be able to perform each essential function. The requirements listed in this document are representative of the knowledge, skill, and/or abilities required. St. Joseph 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.

Responsibilities

This role focuses on prosecuting cases involving special victims, including crimes such as domestic violence, sexual offenses, child abuse, and other sensitive matters. Day-to-day responsibilities include reviewing and filing charges, conducting legal research, preparing motions and briefs, interviewing victims and witnesses, and presenting cases in court hearings and trials. The role involves collaborating closely with law enforcement, victim advocates, and other partners to build strong cases and ensure trauma-informed handling of victims. The attorney will also participate in case strategy meetings, engage in plea negotiations, and maintain detailed case files in accordance with office policies and ethical standards.

The candidate selected will review pertinent decisions, policies, regulations, attend local and in-house training seminars and otherwise remain current with developments in the law regarding pending cases to maintain a high professional standard of competency.

They are required to maintain accurate records of all developments in assigned cases including entering notes to files in computerized case management system.

Other duties as may be assigned from time to time.

Qualifications

J.D. and admission to practice before the Supreme Court of Indiana. DPA must maintain good standing with the Indiana Supreme Court including maintaining a current status with Continuing Legal Education requirements and Disciplinary fees.

Physical Requirements

The position does not require any heavy, repetitive or overhead lifting. It does require familiarity with normal office machines and computer skills.

Benefits

Affordable Medical, Dental, and Vision Plans
Paid Time Off (PTO)
Employer Paid Life Insurance coverage
Short-Term and Long-Term Disability (STD/LTD)
Flexible Spending Accounts (FSA) for healthcare and dependent care
Gym Membership Discounts to encourage wellness
Employer-Funded PERF (Public Employees' Retirement Fund)
Access to additional voluntary benefits and resources

Apply: Deputy Prosecuting Attorney - SVU @ St. Joseph County, IN
Or via email prosecutor@stjoepros.org