

# **Hancock County Prosecutor's Office**

## **Deputy Prosecutor – Level 6 Felony / Misdemeanor Division**

The Hancock County Prosecutor's Office is seeking motivated attorneys interested in meaningful courtroom experience and public service. Hancock County is one of Indiana's safest and fastest-growing communities, and our office maintains a professional, collaborative environment focused on justice, accountability, and support for victims.

This position offers attorneys the opportunity to manage their own caseload, appear regularly in court, and gain substantial trial experience while working closely with law enforcement, victims, and experienced prosecutors committed to mentoring and professional development.

Deputy Prosecutors in this division receive significant courtroom experience and regularly conduct hearings, bench trials, and jury trials early in their tenure.

The Hancock County Prosecutor's Office is a collaborative team of prosecutors and professional staff committed to the fair administration of justice and the protection of victims.

Our office values professionalism, teamwork, and mentorship, and attorneys are supported by experienced prosecutors and professional staff dedicated to helping each member of the office succeed.

The office is seeking qualified applicants for a Deputy Prosecutor position assigned to the Level 6 Felony and Misdemeanor Division.

### **Primary Responsibilities**

- Screening cases submitted by law enforcement and determining appropriate criminal charges
- Filing criminal cases and managing assigned caseloads
- Appearing regularly in court for hearings and other proceedings
- Preparing and presenting cases at bench trials and jury trials
- Communicating and collaborating with law enforcement officers, victims, and witnesses
- Working cooperatively with the Prosecutor and other members of the Prosecutor's Office

The successful candidate will participate in an on-call rotation with other Deputy Prosecutors and must maintain strict standards of professionalism and confidentiality.

This position may occasionally require work outside normal business hours, including evenings or weekends. Court assignments and other duties may change based on the operational needs of the office.

## **Salary and Benefits**

Salary \$82,000–\$90,000 depending on experience, plus Hancock County benefits including participation in the Public Employees’ Retirement Fund (PERF).

Hancock County is located immediately east of Indianapolis and continues to be one of the safest and fastest-growing counties in Indiana.

## **Minimum Qualifications**

- Bachelor’s degree and Juris Doctor from an accredited law school
- Active member in good standing with the Indiana Bar
- Strong written and oral communication skills
- Ability to maintain professionalism and tact when communicating with a diverse group of individuals
- Ability to perform effectively in stressful situations and make sound decisions
- Ability to establish and maintain positive working relationships with colleagues, partner agencies, and the public
- Ability to manage multiple responsibilities and maintain organized case files
- Proficiency with computers and standard office technology
- Commitment to compliance with all employer and department policies, including attendance, safety, and professional conduct standards

## **Preferred Qualifications**

Prior litigation or courtroom experience is helpful but not required. Experienced attorneys as well as newer attorneys seeking significant courtroom experience are encouraged to apply.

## **Application Process**

Interested candidates should submit a cover letter and resume to:

**Shelli Poppino**

**Hancock County Prosecutor’s Office**

[Michelle.Poppino@hancockin.gov](mailto:Michelle.Poppino@hancockin.gov)