

RECRUITMENT ANNOUNCEMENT

ASSISTANT PROSECUTING ATTORNEY SALARY RANGE \$54,538 – \$86,576

**APPLICATIONS MAY BE OBTAINED AT www.berkeleywv.org OR AT
400 W. STEPHEN STREET, SUTE 201, MARTINSBURG, WV**

**APPLICATIONS MAY BE RETURNED TO:
BERKELEY COUNTY COUNCIL OFFICE
400 W. STEPHEN STREET, SUITE 201, MARTINSBURG, WV 25401**

APPLICATIONS WILL BE ACCEPTED UNTIL 5:00 PM, JULY 19, 2019

GENERAL RESPONSIBILITIES

Responsible for assisting the Prosecuting Attorney in the prosecution of criminal cases and certain civil violations. Supervision may be given to clerical personnel. Direction may be provided by the Prosecuting Attorney or Chief Assistant Prosecuting Attorney.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Interviews victims and other witnesses.
2. Appears in Magistrate and Circuit Court for a variety of matters such as hearings or trials in misdemeanor or felony criminal cases or civil matters such as juvenile abuse and neglect cases.
3. Prepares motions and other court pleadings.
4. Reviews cases for prosecutorial merit.
5. Works with police officers, victim's advocate, and in-house investigator.
6. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Thorough knowledge of court procedures and criminal law.
2. Ability to research and compile legal precedent as needed.
3. Ability to contact and interview victims and witnesses.
4. Excellent communication skills.
5. Ability to work with a wide variety of people under sometimes emotional conditions.

EDUCATION AND EXPERIENCE

1. Juris Doctor from an accredited law school.
2. Licensed to practice law in the State of West Virginia
3. Prior prosecution experience preferred.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

SPECIAL REQUIREMENTS

Possession of a valid Driver's License.

Exempt

Rev. 06/19

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.