

# Deputy Prosecuting Attorney

**Salary:** DOQ, plus state retirement and health insurance

**Job Type:** Full Time

**Closing Date:** Open until filled

## **General Information:**

Under the direction of the Yankton County State's Attorney, reviews and authorizes requests for warrants, determines the appropriate charge and prosecutes criminal cases in Yankton County, South Dakota

## **Examples of Duties Include:**

- Reviews criminal charging requests from State and local law enforcement agencies, analyzes police reports and other records related to investigation files, consults with law enforcement officer(s) and victims, researches the law as necessary to determine applicable statutes, and determines whether adequate grounds exist to authorize a criminal complaint.
- Researches and prepares criminal cases for trial, motion, sentencing and other proceedings. Includes the research of applicable law, interviewing witnesses and investigating claims, developing trial strategies and directing law enforcement officers in further investigations in criminal cases.
- Appears in all courts for arraignments, motions, trials, sentencing and other proceedings. Selects juries, presents arguments, examines and cross examines witnesses, introduces physical exhibits, confers with Judge and defense counsel on points of law and procedure, and argues factual conclusions to a Judge or jury for criminal cases.
- Works cooperatively with law enforcement officers from various agencies to ensure investigation and reporting of cases are accomplished in accordance with professional and judicial rules and standards. Provides advice and instruction to police agencies.
- Attempts to resolve and dispose of pending criminal cases justly by conferring with attorneys and parties involved in order to reach agreement on pleas and potential sentences. All plea bargaining is subject to office policies and procedures.
- Drafts motions, briefs and other legal documents.
- Reviews requests for search warrants and approves warrants for criminal cases as appropriate for presentation to a judge or magistrate.
- Provides consultation and regular communication with law enforcement agencies, medical professionals, crisis centers and other social service agencies and therapists directly involved in pending cases.
- Provide support, resources and information, and referrals about the rights of crime victims to victims in pending cases.
- Serves in an on-call status to review charge requests and search warrants for criminal cases outside of regular office hours.

- Other responsibilities as assigned.

### **Minimum Qualifications:**

- Law degree from an accredited law school.
- Prefer some criminal law experience.
- Prefer excellent research and writing skills.
- Licensed to practice law in the State of South Dakota in good standing.
- Valid driver's license.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

### **Physical Requirements/Working Conditions:**

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access all courtrooms within the County.
- Ability to remove books and other reference materials from bookshelves and transport to worksite.
- Prolonged sitting and standing while in courtroom.
- Ability to carry laptop computer, briefcase, files and legal volumes to courtrooms.
- Ability to use desktop or laptop computer, and other office equipment.

### **Working Conditions:**

- Works in office and courtrooms.
- Exposure to individuals charged and/or convicted of criminal offenses.
- Works in public forums representing the interests of the Yankton County State's Attorney.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.