

POSITION TITLE: **ASSISTANT PROSECUTOR**

DEPARTMENT: **LAW**

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

City Prosecutor

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: None

DIRECT: 0 INDIRECT: 0

POSITION FUNCTION

This position is responsible for effectively prosecuting the laws of Ohio and the City of Bowling Green, and assisting the public.

JOB RESPONSIBILITIES

- Makes court appearances for pre-trials, motions, trials, etc.
- Prepares for trials through investigation of cases
- Interviews victims
- Communicates with law enforcement officers and the general public
- Performs research
- Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk and hear. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <ul style="list-style-type: none"> Knowledge of Federal, State, and Local laws Ability to use typewriters and selected computer hardware and software Ability to drive and maintain a valid Ohio Driver's License <p><i>Administrative Skills</i></p> <ul style="list-style-type: none"> Ability to analyze and resolve situations and problems Ability to organize work, set priorities and meet critical deadlines with a minimum of direction Ability to anticipate problems and develop alternative strategies for goal completion Ability to plan, organize, assign and direct work of staff to accomplish goals Ability to properly assign responsibilities to meet objectives Ability to handle multiple priorities and projects Ability to keep clear and accurate records and reports <p><i>Cognitive Skills</i></p> <ul style="list-style-type: none"> Ability to interpret a variety of technical information with abstract and/or concrete variables Ability to make timely, sound decisions Knowledge of methods and techniques of research Ability to interpret professional periodicals and journals, technical procedures, complicated policies/procedures/protocols and government regulations Ability to perform standard business arithmetic, including percentages and decimals Ability to research, compile and summarize a variety of informational and statistical data and materials Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities 	<p><i>Communications Skills</i></p> <ul style="list-style-type: none"> Ability to speak effectively before groups and to respond to questions Ability to deliver effective presentations Ability to demonstrate attention to and convey understanding of the comments or questions of others Ability to prepare clear and concise reports, correspondence and other written materials Ability to prepare analyses, policies and/or budgets Ability to develop complex reports and position papers <p><i>Interpersonal Skills</i></p> <ul style="list-style-type: none"> Ability to use tact, diplomacy and discretion Ability to deal courteously and diplomatically with the general public Ability to maintain issue confidentiality Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions <p><i>Leadership Skills</i></p> <ul style="list-style-type: none"> Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals Ability to monitor progress and exercise control

DESCRIPTION OF WORKING CONDITIONS
Work is performed indoors and involves night and/or weekend meetings; incumbent typically works alone.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
Four-year college degree plus J.D., License to practice Law in the State of Ohio; six months to one year relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.