

GARRETT COUNTY GOVERNMENT JOB DESCRIPTION

JOB TITLE: Assistant State’s Attorney – (I)
DEPARTMENT: Office of the State’s Attorney for Garrett County
REPORTS TO: State’s Attorney for Garrett County
FLSA STATUS: Non-Exempt

SUMMARY: The Assistant State’s Attorney (I) is primarily assigned to the District Court Division of the Office of the State’s Attorney for Garrett County. An ASA for Garrett County (I) is required to review and prepare criminal and serious traffic cases for trial, interact with witnesses and victims of crime, and negotiate and try criminal cases before the District Court of Maryland for Garrett County. The ASA will also appear in the Circuit Court on an as-needed basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Review and prepare criminal and serious traffic cases for trial.
2. Interview victims and witnesses, conduct legal research, and act as an advocate on behalf of the State of Maryland in Garrett County.
3. Communicate with law enforcement officers and other members of the criminal justice system on an ongoing basis.
4. Prepare and file pleadings, motions, and answers to motions on a regular basis.
5. Negotiate appropriate outcomes with defense counsel.
6. Appear regularly at court hearings and try criminal cases to verdict.
7. Answer inquiries from the public and other government agencies.
8. Other duties may be assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

- Admitted to the practice of law in the State of Maryland
- Good judgment and high ethical standards
- Familiarity with Maryland Rules and Maryland Criminal Law and Procedure
- Ability to multi-task; attention to detail
- Competence in word processing and database programs
- Ability to communicate effectively and to maintain professional working relationships with other agencies

EDUCATION and/or EXPERIENCE:

J.D. from an accredited law school; must be a member of the Maryland Bar
All experience levels will be considered

LANGUAGE SKILLS:

Requires a high degree of language skills, both in oral communication and written correspondence with attorneys, law enforcement personnel, crime victims and witnesses preparing for trial.

MATHEMATICAL SKILLS:

Basic understanding of accounting and bookkeeping are necessary insofar as the Office maintains a restitution account and handles money on occasion.

REASONING ABILITY:

Patience in dealing with individuals who are experiencing difficulties understanding the law enforcement or judicial system. Ability to prioritize the high number of tasks to be accomplished each day.

CERTIFICATES, LICENSES, REGISTRATIONS:

Admission to the practice of law in the State of Maryland

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job involves a large amount of computer work. Mental alertness is necessary to address matters concerning many different cases and to remember details, names, deadlines, etc. Other physical demands are those typical of an office setting.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.