



## Assistant State's Attorney II

While other Employers might offer competitive pay, Washington County Government offers a full, comprehensive compensation package worthy of your time and talents.

Please take a look at what you can expect to earn as an **Assistant State's Attorney II** during your first year as a full time Employee with Washington County Government:

- ✓ **Sixty (60) Paid Personal Hours**
- ✓ **Eighty (80) Paid Vacation Hours**
- ✓ **Fourteen (14) Paid Holidays**
- ✓ **One Hundred & Twenty (120) Paid Sick Hours**
- ✓ **County and Employee funded Healthcare including Health, Prescription, Dental and Vision Coverage**
- ✓ **County Paid Employee Assistance Plan**
- ✓ **County Paid Life Insurance**
- ✓ **County Paid Accidental Death and Dismemberment Insurance**
- ✓ **County Paid Short Term Disability Insurance**
- ✓ **County Paid Long Term Disability Insurance**
- ✓ **Up to \$2,500.00 Annual Tuition Reimbursement Assistance**
- ✓ **County and Employee funded Defined Pension Plan**
  - **Vested in just five (5) years.**
  - **Credit for Prior Active Military Service and Unused Paid Sick Days.**
- ✓ **An Annual Salary of \$80,163 starting..**

If our **Assistant State's Attorney II**, comprehensive compensation package interests you, please continue reading through our job posting to learn more about the position's duties, responsibilities, prerequisites, etc. and apply online today.



---

|                    |                               |                     |        |
|--------------------|-------------------------------|---------------------|--------|
| <b>JOB TITLE:</b>  | Assistant State's Attorney II | <b>GRADE:</b>       | 16     |
| <b>DEPARTMENT:</b> | State's Attorney's Office     | <b>FLSA STATUS:</b> | Exempt |
| <b>REPORTS TO:</b> | State's Attorney              |                     |        |

---

**GENERAL RESPONSIBILITIES:**

Responsible for assisting the State's Attorney in the prosecution of criminal cases and certain civil violations. Supervision is given to clerical personnel. Direction may be provided by the Washington County State's Attorney, Deputy State's Attorney and Asst. State's Attorney III.

**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. Appears in District and Circuit Court for a variety of matters such as trials, sentencing, guilty pleas, etc.
2. Interviews victims and other witnesses.
3. Reviews cases for prosecutorial merit.
4. Prepares motions and other court pleadings.
5. Works with police officers and in-house investigators.
6. Does accurate and thorough preparation for each case; to include review of law, preparation of arguments, negotiations with defense attorneys and research.
7. Drafts documents, motions, responses to motions, forms, etc. for post convictions, extraditions, interstate agreements on detainers, etc.
8. Contacts with victims of crime and police officers regarding disposition of cases.
9. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Thorough knowledge of court procedures and criminal law.
2. Ability to research and compile court cases 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. Degree in Law.
2. Successful completion of the Maryland State Bar Examination.
3. Prior prosecution experience preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS:**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public using 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.

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

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V

Revised: 04/2023

**Easy Ways to Apply:**

1. Visit our website at <https://www.washco-md.net/jobs/>  
or
2. Complete and email an Application to [HR@washco-md.net](mailto:HR@washco-md.net)  
or
3. Complete and mail Application to:  
Washington County Human Resources Department, 100 W.  
Washington Street, Room 2300,  
Hagerstown, Maryland 21740

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V.

**DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:**

**OPEN UNTIL FILLED**