



JOB TITLE:	Assistant State's Attorney II	GRADE:	16
DEPARTMENT:	State's Attorney's Office	FLSA STATUS:	Exempt
REPORTS TO:	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

or

3. Complete and mail Application to:

Washington County Human Resources Department, 100 W.

Washington Street, Room 2300,

Hagerstown, Maryland 21740

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DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

OPEN UNTIL FILLED