

## **PROSECUTORS AGENT (Research Assistant Criminal Information)**

### **DEFINITION**

Under the direction of the County Prosecutor, performs non-law enforcement duties to assist the Prosecutor in one or more of the following areas: trial preparation; administration; media/community relations; research and data analysis; does other related duties as required.

**NOTE:** Incumbents in this position are not police officers, may not perform law enforcement duties and have no law enforcement authority.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **EXAMPLES OF WORK:**

Assists in the preparation of cases for legal action.

Gathers information and other data as requested by the Prosecutor.

May testify in Grand Jury and trial proceedings.

Researches and verifies information as requested by the Prosecutor.

Conducts interviews.

Sends documents as requested by the Prosecutor.

Collects and organizes parole notification packets containing release information on sex offenders required to register under Megan's Law.

May participate in the issuance and execution of legal documents.

Obtains reports and other information as requested by the Prosecutor.

Processes paperwork involving court orders.

May respond to requests for information from the media and general public.

May provide guidance to or train new agents.

Prepares and reviews official correspondence.

Maintains essential records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

### **REQUIREMENTS**

#### **EXPERIENCE:**

Two (2) years of office and/or field experience gathering information and preparing detailed reports based on the information collected.

#### **PREFERENCE:**

Preference will be given to candidates with three (3) years of criminal justice experience performing intelligence or data analysis.

**LICENSE:**

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of the procedures and methods used to gather and organize information.

Knowledge of record keeping and filing system procedures.

Ability to communicate effectively and professionally with the general public, victims, witnesses, defendants and criminal justice system personnel.

Ability to organize information in an understandable and efficient manner.

Ability to work independently on time sensitive matters.

Ability to write reports concisely and effectively.

Ability to prepare and review official correspondence.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

**Benefits**

Starting salary: \$57,402 - \$70,646

- Medical, Dental, and supplemental benefits

**Application Information**

- The Prosecutors Agent position is afforded through the Gloucester County Prosecutor's Office and is therefore subject to its human resources requirements and policies.
- Applicants must submit in hard copy via mail to address listed on bottom of this page or signed, scanned, and e-mailed in .pdf format to (preid@co.gloucester.nj.us) a resume, cover letter, references, and all required forms (using link below) to be considered for the position.
- All applications must be received no later than 09,23,2020.

Patricia M. Reid

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