

GLOUCESTER COUNTY PROSECUTOR'S OFFICE

JOB ANNOUNCEMENT

Posting Date: 11/17/22

Closing Date: 12/02/22

TITLE: Assistant Prosecutor

Positions: One or More

SALARY: \$70,289 - \$81,103

Hours: up to 37.50

DEPARTMENT: Gloucester County Prosecutor's Office Union – Assistant Prosecutor Association

DEFINITION:

Under the direction of the Chief Assistant Prosecutor and Senior Assistant Prosecutor, this position is primarily responsible for performing professional legal work in preparing and prosecuting cases in the Superior, Family and Appellate Courts in New Jersey. This position has a high degree of autonomy and works directly with multiple agencies including law enforcement, courts, and administration.

NOTE: The definition and 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:

Makes charging decisions following review and evaluation of police reports in light of applicable law.

Conducts trials and pretrial hearings, with or without assistance.

Prepares cases for trial and negotiates plea agreements. Interviews witnesses, victims, attorneys and law enforcement officers, and presents arguments in court. Appears against accused in court of law and presents evidence before a judge or jury.

Confers with defense attorneys and/or witnesses in disputed cases and negotiates plea agreements when it is appropriate to do so.

Prepares written motions, pleadings, arguments, and other memoranda.

Reviews cases for negotiations, witnesses and discovery.

Reviews legal documents in preparing cases for trial.

Works on projects assigned by County Prosecutor, First Assistant Prosecutor, Deputy First Assistant Prosecutor, Chief Assistant Prosecutor, or Senior Assistant Prosecutor including legal research, drafting, and reviewing documents.

Participates in ongoing legal education to remain up-to-date on criminal law.

Serve as a legal advisor to local law enforcement personnel by keeping them apprised of relevant changes in criminal law and procedure through periodic in-service training and regular consultation.

Analyzes, appraises and organizes facts and precedents to present in a clear and logical form.

Determines alternative courses of action and anticipates possible courses of action of opposing counsel; uses logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

REQUIREMENTS:

EDUCATION:

Any combination of training and experience which will indicate possession of the skills, knowledge and abilities listed above.

Graduation from an accredited four-year college or university, and a Juris Doctorate or equivalent degree from an accredited law school.

Other:

Demonstrated courtroom and trial experience is preferred but not required.

Demonstrated adherence to appropriate rules of professional and ethical conduct as set forth in the Code of Professional Responsibility, or as otherwise prescribed by law or generally accepted professional standards.

Demonstrated brief writing experience and clear, concise writing style.

Must be a member, in good standing, of the bar of the State of New Jersey.

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 essential duties of the position.

KNOWLEDGE AND ABILITIES:

Skill in organizing work, setting priorities and meeting deadlines with minimal direction.

Skill in dealing courteously and diplomatically with the general public.

General knowledge of prosecutorial duties, Rules of Criminal Procedures, the Code of Professional Responsibility and other applicable laws and Constitutional case decisions, as well as, generally accepted professional standards of performance for public prosecutors.

General knowledge of the general field of criminal law and procedure; Constitutional doctrines regarding the conduct of the police under the Fourth, Fifth, Sixth, and Fourteenth Amendments to the United States Constitution; and New Jersey law.

General knowledge of the specific provisions of Title 39 pertaining to misdemeanor and traffic offenses.

Basic knowledge of federal, state and local laws pertaining to the rights of crime victims in cases.

General knowledge of state and local laws pertaining to DUI enforcement and procedures relating to administrative license suspensions.

General knowledge of all stages of the criminal justice system and of municipal government, court procedures and applicable rules.

Functional knowledge of computer applications and hardware related to the performance of the essential functions of the job.

Ability to conduct extensive legal research; assemble investigative information; and plan, organize and develop trial strategies and prepare various motions, legal memoranda, related documents and correspondence with a high degree of professional competence.

Ability to communicate effectively and in a professional manner, both orally and in writing.

Ability to speak effectively and deliver effective presentations before groups and in a courtroom setting.

Ability to establish and maintain effective working relationships with associates, county and state officials and the general public.

Ability to develop and maintain effective working relationships with all local law enforcement officers and court personnel.

Ability to effectively prosecute a heavy case load while maintaining administrative efficiency within the Gloucester County Prosecutor's Office.

Ability to effectively deal with crime victims and witnesses in a considerate manner.

Persons with mental or physical disabilities are eligible as long as they can perform the 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.

Interested, qualified applicants should submit a cover letter and resume to

Patricia Reid, Office Manager

Gloucester Prosecutor's Office

P.O. Box 623

Woodbury, NJ 08096

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- We are an Equal Opportunity Employer -