

# Bonner County Job Description



**Title: Deputy Prosecutor**  
**Department: Prosecutor**  
**Supervisor: Elected Prosecutor**  
**Supervision Exercised: None**  
**Job Description Revision: 5/2015**

<b>Posting Title</b>	Deputy Prosecutor
<b>General Summary</b>	<p>Review, refer for investigation, make charging decisions and attend all court hearings on assigned county misdemeanors and infraction matters including county ordinances, Port of Entry, and Fish and Game. Process through final disposition all mental commitment proceedings. Handles prosecution of juveniles</p> <p>The Deputy Prosecutor is responsible for prosecuting misdemeanor and some felony criminal cases through the Court system and must on a daily basis make relevant charging decisions, apply for and obtain search and/or arrest warrants, provide legal advice to law enforcement and other agencies. Also handles all mental cases. Work involves a combination of regular/recurring and wide diversity of work situations. Incumbent determines policies and practices to work within and contributes to developing new concepts. Works independently with limited supervision under the general direction of the Elected Prosecutor. Communicates with others inside the department, throughout the department, and regularly with others outside the organization. Work is of a confidential and sensitive manner. Work has moderate but distinct impact on the operations of the Prosecutor’s Office with potential for noticeable impact on the County in its relations with the public. Work is typically performed in an office environment with intermittent stress due to deadlines and nature of the work. May require some local and domestic travel on occasion. Work includes being on call, on a rotational basis.</p> <p>Deputy Prosecutors may be hired in at a Deputy Prosecutor I or II, dependent upon experience.</p>
<b>Essential Functions</b>	<p>The essential functions include, but are not limited to, the following duties and responsibilities which are not listed in any particular order of priority and may be amended or added to by the County at any time:</p> <ol style="list-style-type: none"> <li>1. Prepares correspondence, witness lists, criminal complaints, motions, orders, notices, warrants, summons, failures to appear and other miscellaneous pleadings and legal documents as required.</li> <li>2. Attends probable cause, pre-trial, court/jury trials, motion, restitution and sentencing and other miscellaneous hearings as required.</li> <li>3. Reviews all county ordinance violations and refers to appropriate attorney</li> <li>4. Performs trial preparation, including witness preparation and interviews as needed in preparation for trial appearances.</li> <li>5. Reviews all reports of assigned cases from law enforcement agencies and return to secretary to prepare paperwork.</li> </ol>

	<ol style="list-style-type: none"> <li>6. Reviews all correspondence, pleadings and other miscellaneous documents completed by the secretary.</li> <li>7. Assists law enforcement in obtaining search/arrest warrants.</li> <li>8. Serves as on-call prosecutor during weekdays, evenings, weekends and holidays on a rotating basis as designed b the schedule.</li> <li>9. Answers inquiries from the public, law enforcement, other attorneys, the Court and any and all other sources as required.</li> <li>10. Screens and requests additional information required for the successful prosecution of each case.</li> <li>11. Attends meetings and training. Schedules and participates in telephone and personal appointments with victims, witnesses, law enforcement and others as needed.</li> <li>12. Negotiates with pro-se defendants and defense counsel to attempt amicable resolutions to cases when appropriate.</li> </ol>
<p><b>Secondary Functions</b></p>	<ol style="list-style-type: none"> <li>1. Performs any other court proceedings or miscellaneous tasks as directed by the Prosecutor, including back-up support for all other divisions.</li> <li>2. Performs all other duties as assigned.</li> </ol>
<p><b>Specifications</b></p>	<ol style="list-style-type: none"> <li>1. Sufficient combination of knowledge, skills and abilities so as to competently perform the essential functions of the job. Requires Juris Doctorate degree from an accredited university.</li> <li>2. One to two years' experience in a similar or related position.</li> <li>3. Must be certified by and in good standing with the Idaho State Bar and maintain the necessary continuing education to maintain certification and qualifications.</li> <li>4. Knowledge of and ability to implement strong public relations skills as needed in working with members of the public.</li> <li>5. Ability to conduct legal research, analysis and writing.</li> <li>6. Familiar with the rules of law and evidence as they relate to the prosecution of criminal cases.</li> <li>7. Proficient grammar skills as used in the composing and proofreading of documents, memos, and other correspondence.</li> <li>8. Ability to work effectively with minimal supervision, under pressure, within time constraints.</li> <li>9. Ability to handle and professionally communicate confidential and sensitive information.</li> <li>10. Ability to communicate effectively, both orally and in writing.</li> <li>11. Ability to develop and maintain harmonious working relationships with others, both inside and outside the organization.</li> </ol>

<b>Working Conditions</b>	Ability to perform those physical activities necessary to complete the essential functions of the job, either with or without reasonable accommodation. Requires continual communication (hearing and talking, both in person and over the telephone); walking, and repetitive motions. Requires good general vision.
<b>Disclaimer</b>	This job description is not an employment agreement or contract and management reserves the right to modify when necessary per Bonner County policy.

I have reviewed and agree this Job Description accurately reflect the current responsibilities of my position. I also acknowledge that it will be placed in my Personnel File.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please Print Name: \_\_\_\_\_