

## **Assistant Prosecuting Attorney**

### **Vacancy Details**

There is only one vacancy for this announcement. Applicants selected for an in-person interview will be notified as quickly as possible. Please do not apply if you cannot pass a drug screen, have any criminal history, have been terminated from any county or state position, or do not meet all of the job requirements. The successful applicant will charge cases ranging from infractions to felonies, and be responsible for all aspects of cases. This position is full-time. Salary is commensurate with experience. While the ideal candidate will have criminal law experience, recent law graduates will be considered.

### **Job Requirements:**

- Missouri Bar License in good standing
- Criminal prosecution or defense work preferred
- Trial experience highly preferred
- Proven capacity to work successfully in a team
- Proficiency in Microsoft Office
- Excellent time management skills
- Ability to multitask
- Superior communication skills

### **Job Duties:**

- Representing the State of Missouri in criminal matters occurring in Camden County
- Charging decisions
- Jury and bench trials
- Producing offers and negotiating dispositions with defense counsel
- Depositions
- Delegating clerical duties to support staff
- Interfacing with law enforcement
- Court appearance.
- Attending relevant continuing legal education
- Assisting other attorneys as needed
- Legal research
- Discovery and motion practice

### **Benefits:**

Benefits include retirement eligibility with CERF and LAGERS; all state and federal holidays; health insurance; life insurance; state bar fee reimbursement; continuing legal education class

reimbursement. The position qualifies for the Public Service Loan Forgiveness Program. This is a salaried position generally requiring forty (40) hours per week and “on-call” rotation approximately eight times a year. The office is family friendly and encourages a healthy work-life balance.

**Application Process:**

Send cover letter, resume, and unofficial/official law school transcripts to the attention of Stacey Robinett at [Stacey\\_Robinett@camdenmo.org](mailto:Stacey_Robinett@camdenmo.org) or 1 Court Circle NW Suite 10, Camden, Missouri 65020.