

Assistant to Prosecuting Attorney Job Description

Summary:

Under non-direct supervision, provides to the Office of the City Prosecutor assistance with clerical and administrative duties to include customer service to the public and other legal entities and ensures the proper case file information is disseminated between the Office of the Prosecutor, Police Department, Municipal Court and other jurisdictions per Missouri State Law.

Essential Functions:

- Serves as the point of contact for the City of Sikeston Municipal Prosecutor by processing papers/cases filed with the office of Prosecutor, answers inquiries of the office by phone, email and in person, assists the general public with direction on matters of the prosecutor, handles communications between the prosecutor and defense attorneys, gathers information and communications case information between the police department and the Office of the Prosecutor.
- Provides clerical support to the office preparing correspondence and completing documents as needed; processes incoming mail and attorney requests for recommendations; updates prosecutor files accordingly; answers phone inquiries and emails directed toward the office.
- Assists the prosecutor with ensuring all complaints and information are properly filed and documented per Missouri State Statute and all other rules governing prosecutorial procedures.
- Obtains criminal history and creates/completes prosecutor case file information accordingly. Ensures all documents applicable are properly filed between the Office of the Municipal Prosecutor and Municipal Court.
- Receives citations and reports from the police department. Prepares list of citations issued by the Police Department and verifies review of violations for insurance or refusal by the Municipal Prosecutor.
- Serves as the liaison between the Office of the Prosecutor, Police Department, Municipal Court and public for request of law enforcement data regarding discovery and audio/visual materials.
- Assists with preparing subpoenas and scheduling of witnesses and other aspects of trial preparation.
- Assists with Municipal Government operations as deemed necessary.
- Ability to sit for extended period of time; ability to read handwritten and typed material; ability to communicate verbally and in writing; ability to operate basic office equipment; ability to time manage duties to ensure tasks are completed timely and accurately; ability to manually grasp, push and lift objects weighting up to 15 pounds.
- Must maintain an active landline or cellular service.
- Ability to maintain a high degree of discretion regarding legal proceedings and confidential information.
- Have strong customer service skills and excellent communication skills.

- Comprehensive knowledge of the role of the municipal prosecutor in municipal government settings; working knowledge of law enforcement operations and ability to communicate effectively and clearly with knowledge of the information being discussed.

Major Duties:

Review and prepare violations/complaints at the direction of the Prosecutor.

Establishes and maintains the Prosecutor's file.

Develops and implements procedures for Prosecutor's office.

Answer telephone calls; provides information and assistance.

Maintains and archives Prosecutor files in accordance with state retention guidelines.

Respond to inquiries from attorney, court personnel, Judge and Police Officers.

Issue subpoena's.

Update computer with data pertaining to the Prosecutor file

Prepares files for the docket.

Attend court sessions to assist the attorney's and the Prosecutor.

Performs other related duties as directed.