



Job Announcement

LATERAL ASSISTANT STATE'S ATTORNEY

The Office of the State's Attorney for Prince George's County is seeking an experienced prosecutor to fill a position of Assistant State's Attorney in the Special Victims and Family Violence Unit (SVFVU). SVFVU handles a multitude of cases including domestic violence, sexual assault, child physical and sexual abuse, homicides, physical elder abuse, human trafficking and child exploitation. It is an exempt position, meaning the position is a political appointment and serves at the pleasure of the State's Attorney. This is a general fund position.

Employees in this class, in most cases, work a conventional schedule commensurate with the need to be prepared for trial. Work is primarily performed in an office where normal working conditions are encountered. The work requires minimal physical exertion.

LATERAL POSITION

This is a lateral position that requires:

- License to practice in the State of Maryland
- Knowledge of the principles and practices of law, including court procedures and legal research methods and sources;
- Skill in using a personal computer and commonly utilized business and legal software in the performance of duties;
- Ability to handle a high volume court docket involving a variety of complex cases effectively;
- Ability to interview victims and witnesses to gather information, research relevant case law and codes for applicability to varying legal issues, determine appropriate sentence recommendations and guidelines, and to develop strategies and theories for effective case prosecution;
- Ability to draft and prepare a variety of legal documents, including but not limited to briefs, motions and legal memoranda;
- Coordination with other County and State agencies that provide assistance, protection and services to victims and witnesses;
- Participation in community engagement initiatives; and,
- Performance of related work as required.

TYPICAL DUTIES

Typical duties for an Assistant State's Attorney include:

- Reviewing criminal charging documents and providing direction to law enforcement during investigations;
- Complying with discovery obligations;
- Preparing cases to be presented in court;
- Drafting and arguing pre-trial and post-trial motions; and
- Clearly and logically presenting facts and evidence to a judge or jury during trial

MINIMUM QUALIFICATION FOR CANDIDATES

Candidates must have graduated from an accredited law school, and be licensed to practice law in the State of Maryland. Additionally, candidates must have a minimum of two (2) years of litigation experience and the ability to work independently. Candidates must have felony jury trial experience and a demonstrated interest and background in Special Victims and Family Violence cases.

CONDITIONS OF EMPLOYMENT

1. Must pass a background investigation, which includes fingerprinting
2. Must pass a drug screen

ELIGIBILITY TO WORK: Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidate for employment will be required to show and verify authorization to work in the United States.

CLOSING DATE: Open Until Filled

HOW TO APPLY: Submit cover letter, resume and writing sample to: Human Resources Manager, Office of the State's Attorney for Prince George's County, SAOHumanresources@co.pg.md.us. Please include information as to trial experience (i.e. number of trials had, whether jury or a bench trials, and your role during trial).

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