



JOB POSTING

ASSISTANT PROSECUTING ATTORNEY

JOB SUMMARY:

The Assistant Prosecuting Attorney will represent the State of Missouri in criminal cases occurring in Taney County.

RESPONSIBILITIES AND DUTIES

- Conduct factual and legal analysis of reports submitted by various law enforcement agencies to determine if/what criminal charges should be filed
- Handle cases throughout every stage of criminal proceedings from inception to trial
- Appear in court to handle routine docket calls and evidentiary hearings, including but not limited to bond reduction hearings, preliminary hearings, bench/jury trials, and probation revocation hearings
- Draft, file, and argue motions
- Communicate with victims and witnesses
- Attend depositions of victims and witnesses
- Serve as the on-call prosecutor on a weekly rotating schedule to handle after hour filings and search warrants

QUALIFICATIONS AND SKILLS

- Juris Doctorate (JD) degree from ABA-accredited law school (3 years)
- Valid license to practice law in Missouri (or anticipate having a valid license soon)
- Must work well independently, but also be able to collaborate with co-workers, law enforcement, clerks and judges
- Must be able to multitask and manage time effectively
- Familiarity with the case management system “Karpel” is preferred, but not required

CONDITIONS OF EMPLOYMENT

Successful candidate must pass a pre-employment criminal background check and drug screen.

SALARY: Starting at \$75,000, but will be based on experience + [Benefits](#)

STATUS: Full Time

Applicants should email a cover letter, resume, and references to brad.hughes@taneycountymo.gov and melinda.burkhart@taneycountymo.gov

Applications will be accepted until the position filled

Taney County is a substance free, Equal Employment Opportunity Employer (EEOE). Contact Human Resources at (417)546-7237 for information. Applications can be obtained at the Human Resources Department or online at www.taneycounty.org.