

Standardized Job Description for the York County District Attorney's Office

County Position Title: Trial Deputy Prosecutor

Team, Unit or Area of Specialty:

Principal Supervisor: Senior Deputy Prosecutor

EEO Classification: Official / Manager **Status:** Exempt **Full Time Level:** Union

Standard Shift: 8:00 a.m. - 4:30 p.m., Mon. - Fri. (8 hours paid)

Bargaining Unit Representative: Teamsters

Employee Number: **Employee Name:**

Revision Date: 6/27/2017

Department No: 58 **Department Name:** District Attorney's Office

Elected Official: Dave Sunday

POSITION SUMMARY

Trial Teams are one the two primary categories of prosecution unit in the District Attorney's Office, and Trial Deputy Prosecutors are the first-line attorneys charged with completing the mission of those teams. First and foremost, a Trial Deputy is in fact a trial attorney, and as such must possess superior analytical abilities, excellent communication skills, a thorough comprehension of the current state of the law, and a commanding persona in the courtroom.

Under the direct supervision of a Senior Deputy District Attorney, the Trial Deputy is responsible for the prosecution of all types of criminal offenses and handles all phases of those prosecutions from pre-arrest investigation through post-sentencing appeals. The Trial Deputy evaluates the merits of each assigned case, taking into consideration the scarcity of resources, strength of the evidence, relative severity of the crime and its impact on the victim and the community, and special policy considerations as they apply to each case. This position reports directly to a Senior Deputy Prosecutor, and acts by virtue of authority delegated by the Senior Deputy.

A Trial Deputy Prosecutor must be a licensed attorney, admitted to practice law in the Commonwealth of Pennsylvania.

ESSENTIAL REQUIREMENTS, DUTIES AND RESPONSIBILITIES

- A. Screen assigned cases for arraignment, plea offer, pretrial litigation, trial presentation and post-trial litigation.
- B. Conduct pretrial and post-trial hearings, bench and jury trials, summary conviction appeals, preliminary hearings and current business sessions assigned to the team.
- C. Prepare plea offers and communicate them to defendants and their attorneys.
- D. Verify the Rule 600 status of each case.
- E. Evaluate the relative merits of each assigned case to assist the Senior Deputy in prioritizing each term's trial list in.
- F. Prepare pretrial, post-trial and appellate briefs and memoranda of law.
- G. Coordinate activities with law enforcement, the County Detectives, support staff personnel, Case Manager and Victim/Witness Coordinator assigned to the team.
- H. Participate in Trial Team meetings and prepare minutes for review by Senior Management.
- I. Assist with the training of all new Special and Trial Deputy Prosecutors assigned to the team.
- J. Perform the duties of the Senior Deputy during temporary periods of absence or vacancy.

All supervisory personnel are responsible for holding themselves and their subordinates accountable for EEO, ADA, sexual harassment and Aids-in-the-Workplace policies adopted by the County of York.

*Requirements are representative of minimum knowledge, skills and abilities. To perform this job successfully, the incumbent will possess the ability or aptitude to perform each duty **proficiently**, and comply with County policies and procedures as outlined in the Employee Handbook and other published guidelines. This job description will be periodically revised to reflect changes in the workload or workforce.*

PHYSICAL AND MENTAL JOB REQUIREMENTS

The following items apply to the essential job functions of the positions:

- 1. Schedule:** Full-Time, Day Shift
- 2. Supervision Level:** Minimal Supervision
- 3. Initiation of Work:** Must Initiate Own Work
- 4. Independence:** Ability to Complete Assignments with Little Oversight Required
- 5. Work Routine:** Routine Changes Often; Little Structure to Task Sequence
- 6. Rate of Work:** Fast Pace
- 7. Following Directions:** Full Understanding of Written and Verbal Instructions Required
- 8. Communication:** Excellent Verbal Communication Skills in English
- 9. Functional Reading:** Fluent Reading in English
- 10. Hearing:** Ability to Hear Required
- 11. Seeing:** 20/20 Vision with Corrective Eyewear
- 12. Functional Math:** Simple Computational Skills (Add, Subtract, Multiply, Divide, Percents)
- 13. Interaction with Customers:** High Visibility, Frequent Interaction Required
- 14. Appearance Requirements:** Compliance with Employee Dress Code Required
- 15. Time:** Must Tell Time to the Minute
- 16. Orientation (Familiarity with Surroundings):** Building Only
- 17. Mobility Skills:** Mobility Within the Building
- 18. Sitting / Standing:** 50 - 75% Sitting and 25 - 50% Standing
- 19. Bending:** Knees and Waist
- 20. Lifting:** 10 - 30 Pounds
- 21. Reaching:** 2 - 6 Feet

These statements are intended to describe the nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of the job incumbents.