

Deputy Prosecuting Attorney - Criminal

General Responsibilities.

At the direction of the Albany County & Prosecuting Attorney, the Criminal Deputy Prosecuting Attorney shall prosecute traffic, misdemeanor and felony criminal offenses in Circuit and District Court.

Essential Duties and Responsibilities.

- Reviews requests for prosecution and determine the applicable statutes to the facts of the case; establishes which, if any, criminal charges should be filed.
- Reviews and evaluates requests for search warrants to determine if probable cause is sufficient; reviews applications and affidavits prepared by law enforcement for presentation to the Court when requesting a search warrant;
- Prepares various legal documents, including appeals, motions, orders, reviews of criminal complaints and negotiations and settlements of proposals.
- Conducts legal research for hearings on motions, preliminary hearings, trials and appeals.
- Prepares for and conducts preliminary hearings and trials; prepares questions to be asked of witnesses; formulates legal strategies for cross-examination of defense witnesses; formulates jury instructions; reviews jury questionnaires; prepares for the jury selection process; plans opening and closing statements.
- Identifies witnesses that need to be called to testify before a judge or jury; meets with witnesses to prepare them for the court proceedings. Works with Victim Witness to facilitate meetings with witnesses.
- Makes court appearances, including trials, appeals, preliminary hearings, status hearings, arraignments, evidentiary and review hearings.
- Responds to appeals and other claims made by defendants after conviction; drafts and submits responses to pardons or expungements.
- Reviews and collaborates on the investigations of law enforcement.
- Meets and negotiates with defense attorneys regarding resolutions of specific cases.
- Provides work direction and training to other legal staff including but not limited to legal assistants, and externs/interns.
- Performs other legal work as required.

Knowledge, Abilities, and Skills.

Must be able to work as part of a team and have trial experience. Required to work on-call on a rotating basis with other attorneys within the office.

Minimum Qualifications.

Graduation from an accredited four (4) year college/university and graduation from an accredited law school with a Juris Doctor or equivalent degree. Membership in good standing with the Wyoming Bar Association is required prior to commencement of employment. Must have from three (3) to five (5)

years' experience in the practice of law. Must have a valid driver's license and be able to secure a valid Wyoming driver's license at the time of employment.

SPECIAL REQUIREMENT.

This is a full time position and no outside practice is permitted.