

Deputy Prosecuting Attorney -Juvenile

General Responsibilities.

At the direction of the Albany County & Prosecuting Attorney, the Juvenile Deputy County Attorney shall prosecute delinquency and child protection cases in Juvenile Court and handle cases in the drug court program.

Essential Duties and Responsibilities.

- Reviews requests for prosecution and determines the applicable statutes to the facts of the case; establishes which, if any, juvenile delinquency or abuse/neglect should be filed.
- Attends weekly juvenile intake and child protection meetings and multi-disciplinary team meetings. Follow-up with various stakeholders and outcome of meetings.
- 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, shelter care 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 jury or judge; 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, shelter care hearings, status hearings, arraignments, evidentiary and review hearings.
- Implementing case and trial strategies and negotiation case resolutions with attorneys
- Reviews and collaborates on the investigations of law enforcement and the Department of Family Services
- Attends weekly drug court meetings and court hearings and file appropriate documentation when sanctions warranted.
- 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 zero (0) to three (3) 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.