



(2016-58)

**POSITION VACANCY ANNOUNCEMENT**  
**BELKNAP COUNTY**

<b><u>Position Title</u></b>	<b><u>Labor Grade</u></b>	<b><u>Starting Salary</u></b>	<b><u>Department/ Division</u></b>	<b><u>Posting Date</u></b>	<b><u>Work Shift</u></b>
Assistant County Attorney	12	\$1,133.00	County Attorney	11/07/16	Exempt

The Belknap County Attorney's Office is seeking an experienced prosecutor to work in a team environment as a full time Assistant County Attorney. Under the general supervision of the Belknap County Attorney, the Assistant County Attorneys enforce the laws of the State of New Hampshire by preparing charges for the Grand Jury, seeking indictment and prosecuting felony crimes and misdemeanor appeals in the Superior Court. Other responsibilities include "on-call" duties and providing advice and guidance to local law enforcement and prosecution of misdemeanors and violations for Belknap County Sheriff's Office in Laconia District Court.

**SPECIAL INSTRUCTIONS: Application:** Send resume and cover to letter to Deb Laflamme, Human Resources Generalist, 34 County Dr., Laconia, NH, 03246 by no later than November 25, 2016. Phone: 729-1245; email [dlaflamme@belknapcounty.org](mailto:dlaflamme@belknapcounty.org) or visit our website at <http://www.belknapcounty.org> for additional information or a complete Job Description. A criminal history & background check will be required of any applicant prior to being offered a position.

**ESSENTIAL JOB FUNCTIONS:\***

- ◆ Prosecute misdemeanor and violation cases from Belknap County Sheriff's Office in Laconia District Court.
- ◆ Prepares felony cases for Grand Jury and trial. Presents cases to juries in Court.
- ◆ Negotiates with defense attorneys regarding disposition of cases and plea negotiations.
- ◆ Meets with victims to prepare for trial, builds rapport and acts as a resource to victims by answering questions and concerns.
- ◆ Reviews cases prior to indictment. Screens investigations from police agencies for grand jury indictment and direct follow up investigations.
- ◆ Writes and files legal motions and memoranda and responds in writing and orally in court to defense pleadings.
- ◆ Assists and advises police in investigating crimes. Advises law enforcement officials regarding criminal investigations. Reviews and approves law enforcements requests for one party authorizations.
- ◆ Assists in organizing training programs and conducts them. Attends training and educational programs.
- ◆ Assists in interviews conducted with the Child Advocacy Center.
- ◆ Represents the people of the State of New Hampshire in the Belknap County Superior Court, Belknap County Probate Court and courts in criminal proceedings, appearing before a variety of judges, juries and occasionally, administrative bodies.
- ◆ Represents the State of New Hampshire in other counties as required by other County Attorney Offices
- ◆ Responds to calls on all untimely deaths in the county and authorizes payment for autopsies on a case-by-case basis.
- ◆ Keeps abreast of developing criminal law, both state and national.
- ◆ Conduct legal depositions
- ◆ Conduct legal research
- ◆ Attend community meetings, liaison with other agencies

**OTHER DUTIES AND RESPONSIBILITIES:**

- ◆ Performs special projects and related responsibilities as requested by the County Attorney.
- ◆ Performs other related duties as assigned.

**SKILLS/EXPERIENCE/TRAINING REQUIRED:**

**MINIMUM QUALIFICATIONS REQUIRED:** Bachelor's Degree and Juris Doctor of Law; admission to the bar of the State of New Hampshire and Federal District Court-District of New Hampshire and two years of prosecution experience.

**Knowledge of:**

- ◆ Current federal and state criminal law and ongoing developments;
- ◆ Proper handling, preservation and presentation of evidence, including firearms, drugs and crime scene evidence;
- ◆ Computer software including Microsoft Word, power-point, on-line legal research, trial exhibit displays, courtroom technology; and case management database;
- ◆ Medical, forensic, technical terminology in addition to legalese;
- ◆ State and national criminal justice issues.

**Skill in:**

- ◆ Court room litigation (pre-trial hearings; bench trials and jury trials)
- ◆ Prosecution for complex litigation, sexual crimes, expert witnesses, etc.
- ◆ Interviewing & presentation skills for all audiences

**Ability to:**

- ◆ Handle the graphic and often disturbing aspects of crime scenes.
- ◆ Deal with the stressful, emotional situations relating to crimes.
- ◆ Deal with exposure to inmates, offenders, angry family members and supporters, including very dangerous individuals.
- ◆ Handle all manner of conflict and grasp and resolve issues quickly.
- ◆ Interact positively with a diverse spectrum of people – judges, the press, lawyers, police, politicians, witnesses and victims from all walks of life.
- ◆ Supervise and manage staff effectively
- ◆ Juggle multiple tasks and courtroom presentations simultaneously
- ◆ Respond to complex legal questions quickly, thoroughly and accurately
- ◆ Withstand and assess personal threats to safety
- ◆ Develop curriculum and train law enforcement
- ◆ Work long hours
- ◆ Be available and on call as needed and assigned.

**SUPERVISORY RESPONSIBILITY:**

- ◆ Directly supervises the activities and performance of the legal assistant(s) and assist with supervising interns in office. Carries out supervisory responsibilities of staff members in accordance with Belknap County's policies and applicable laws.

**WORKING CONDITIONS/PHYSICAL DEMANDS:**

- ◆ Generally normal office environment, not subject to extreme variations of temperature, noise, odors, etc.
- ◆ May use computer keyboards requiring eye-hand coordination and finger dexterity.
- ◆ May be exposed to outside elements when responding to accident & crime scenes.
- ◆ Balancing, crouching, grasping, pulling, reaching, carrying numerous files and stooping may also be required.
- ◆ Availability 7 days per week, 24 hours per day as assigned.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

## **GENERAL PROVISIONS**

In the event the County determines applicants are equally qualified and a County Employee seeks by promotion to fill this vacancy, preference will be given to County Employee.

Position postings not carrying a specific closing date under Special Instructions may be closed without notice after five working days.

"An Equal Opportunity Employer"