

MUNCIPAL COURT PROSECUTOR

The essential functions of this position include, but are not limited to, the following:

- Researches legal matters
- Prepares legal briefs, responds to motions, and presents arguments in lower courts.
- Assists with the research and argument of appellate cases.
- Review adult warrant and juvenile petition requests alleging violations of state law and local ordinances. Reviews facts and evidence presented by law enforcement agencies to determine whether criminal charges should be authorized and determine the appropriate charges.
- Prepares and prosecutes criminal and civil cases in Municipal courts.
- As legal and trial skills develop, conducts preliminary examinations in felony cases and handles a limited felony caseload.
- May be assigned to handle a variety of juvenile/family court matters .

Required Education, Training and Experience

Graduation from an accredited law school. Prosecutorial experience preferred

Additional Requirements and Information

The qualified candidate will have the following knowledge and skills:

- Working knowledge of civil procedure and legal method. Working knowledge of criminal and constitutional law.
- Working knowledge of legal writing and legal research methods and resources. Working knowledge of administrative law and municipal law.
- Working knowledge of the Constitution of the State of Mississippi. Working knowledge of the principles and practices of legal brief preparation.
- Working knowledge of the Mississippi Court Rules and State Court Administrative office rules and requirements, with an emphasis on criminal court rules and procedures.
- Excellent written communication skills.
- Excellent oral argument skills. Well-developed negotiating skills.
- Working knowledge of the American Bar Association canon of ethics and standards of professional practice.
- Excellent interpersonal and human relations skills.
- Ability to interact positively and professionally with County, state and local unit officials, executives and administrators; employees, community and business representatives, and members of the general public with widely divergent socio-economic and cultural backgrounds and varying levels of communication skills and analytical knowledge and sophistication.

Licenses and Certifications:

Admission to the practice of law in the State of Mississippi.

Physical Requirements and Working Conditions:

Must be able to perform essential job functions with or without reasonable accommodations, including, but not limited to, visual and/or audio logical appliances and devices to increase mobility. Majority of work is performed in courtrooms and normal office environments. Direct contact and exposure to individuals charged with and/or convicted of a variety of criminal charges.

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