



# JOB DESCRIPTION

This document is used to provide a basic description of essential duties and other work elements

Job Description		Deputy Prosecutor	
<b>Department: Prosecutor</b>		<b>Status:</b>	
<b>Work Schedule:</b>		<b>Job Category:</b>	
<b>Job Title: Deputy Prosecutor</b>		<b>Job Grade:</b>	
<b>Reports to:</b>			
<b>FLSA Status:</b> <input checked="" type="checkbox"/> Non-exempt (OT eligible) <input type="checkbox"/> Exempt		<b>Effective Date:</b>	

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill and/or ability required. The Delaware County Government provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or to perform essential functions of the job, unless the accommodation would cause an undue hardship.

**Purpose of Position/Job Summary:** Primarily responsible for prosecuting felony crimes. Works under guidelines set by policy, normally performing the duty assignments using methods and procedures at his/her discretion and limited only by policies set by administrative or legislative authority. End results determine effectiveness.

## **Essential Duties and Responsibilities**

**Prosecuting Felony Crimes – 90%**

**Prosecuting Misdemeanor Crimes – 10%**

The Delaware County Prosecutor's Office is in search of an attorney who is committed to a career in criminal prosecution. Delaware County Prosecuting Attorney, Eric Hoffman, is seeking interested applicants for an open position as a deputy prosecuting attorney

assigned to a felony court responsible for prosecuting felony offenses. The preferred candidate is self-motivated to achieve professional improvement, and confident in an ability to surpass exceptionally high expectations for performance and leadership in the area of criminal justice. Applicants with criminal trial experience will be given preference; however, those with no criminal prosecution experience may be considered.

The salary is \$85,000 – \$95,000 based on experience and courtroom ability. This is a full-time position with county health insurance (including dental and eye) as well as participation in Public Employees Retirement Fund (PERF). If selected, the applicant can begin work September 1, 2023.

### **Qualifications**

1. Graduate degree in law.
2. Admitted to the State Bar of Indiana.
3. Training in criminal prosecution.

A cover letter, resume, and references may be submitted to:  
 Eric M. Hoffman, Prosecuting Attorney  
 Delaware County Prosecutor's Office  
 via e-mail at [ehoffman@co.delaware.in.us](mailto:ehoffman@co.delaware.in.us)

*The County has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.*

<b>Initial Document</b>	<b>Original :Pam McCammon</b>		<b>Title: Human Resources Director</b>	
	<b>Department: Human Resources</b>		<b>Date Drafted:</b>	
<b>Change History</b>	<b>Revision</b>	<b>Description of Changes</b>	<b>Approval Date</b>	<b>Approved By</b>

		1	New Document		