

Office of the Worcester County State's Attorney's Office Job Opportunities

DEPARTMENT: THE OFFICE OF THE STATE'S ATTORNEY
JOB TITLE: ASSISTANT STATE'S ATTORNEY
COMPENSATION: SALARIED POSITION - \$66,040 ANNUALLY
APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: This entry-level position will perform progressively responsible legal work involving preparing and prosecuting criminal cases of varying complexity as well as a wide variety of additional legal matters with no supervisory duties or responsibilities.

Essential Job Duties and Responsibilities:

- Represent the State of Maryland in the prosecution of criminal matters in the District Courts of Maryland in Ocean City and Snow Hill, and the Circuit Court for Worcester County.
- Advise and assist law enforcement on legal matters throughout the course of criminal investigations
- Appear in court and related forums to select juries, present evidence, examine witnesses, make legal arguments, and act as an advocate for the State of Maryland.
- Draft and file necessary documents.
- Identify and prepare witnesses to present testimony effectively in court.
- Identify and prepare evidence for use in court.
- Develop knowledge and expertise in the area of criminal law.
- Work professionally and effectively representing the Office of The State's Attorney at all times.
- Complies with safety programs, policies, and works safely.
- Ensures confidentiality of information and records and complies with the record retention schedule.
- Comply with Worcester County Personnel Rules & Regulations.
- Perform other related duties as directed by the State's Attorney.

Qualifications and Skills:

- Graduation from an accredited law school and admission to practice in the State of Maryland.
- Ability to work efficiently and effectively in high-pressure situations.
- Ability to handle a large and varied case load efficiently and effectively.
- Possess knowledge and understanding of Maryland criminal law and related statutes, criminal procedure and the Maryland Rules.
- Possess exceptional organizational and presentation skills.
- Possess exceptional verbal, written, and interpersonal communication skills.
- Valid driver's license.
- Pass a criminal background check.

Safety Analysis:

(Rarely (< 5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75%of the time)
Sedentary work; constant sitting; prolonged standing in court as needed; frequent talking, reading, and listening; occasional pushing, pulling, carrying, and lifting up to 10 lbs. No known significant hazard risk.