

**The Lake County Attorney's Office** is accepting applications for:

### **Crime Victim Special Prosecutor**

**Position Purpose:** Serves as the Crime Victim Special Prosecutor for Lake County's "Encourage Arrest" Grant Project as part of a specially created unit. Responsible for prosecution of sexual assault, domestic violence, dating violence and stalking cases within the county.

**Qualification include:** Must possess a Law Degree and have knowledge of all legal areas/codes. Must have previous experience with courtroom proceedings and criminal investigations. Must be able to collect and report statistics, speak in public and be skilled in problem solving/conflict resolution. Must have knowledge of principles and practices of crisis intervention and trauma counseling. Must have knowledge of the criminal justice system procedures, criminal law, civil law, and family code as applicable to victim services, proficient with computers.

**Duties include:** Prosecute domestic violence, dating violence, sexual assault and stalking offenders. Perform legal research, make court appearances, and draft legal documents as needed. Meet with victims to determine what course of legal action is appropriate. Establish and maintain case files and other documentation. Gather and analyze evidence in cases and review pertinent decisions, policies, regulations, and other legal matters pertaining to cases. Appear against accused in court of law and present evidence before judge or other judiciary and jury. Conduct preliminary hearings and misdemeanor and felony trials in domestic violence cases. Establish effective working relationships with law enforcement, legal professionals, fellow employees, supervisors, victims and the public. Write grant reports, follow grant requirements, and conduct trainings.

**HOURS/DAYS:** 8 a.m. to 5 p.m./M-F.

**WAGE:** \$75,000 to \$80,000 DOE

**BENEFITS:** The County offers excellent benefits!

**\*This position will remain open until filled. Applications will be reviewed once per week until a successful applicant is selected.**

Visit our website to apply:

External applicants: <https://lakemt.applicantpro.com/jobs/>

Internal applicants: <https://lakemt.applicantpro.com/internaljobs/>

Lake County is an Equal Opportunity Employer.