



# Job Announcement

## **ASSISTANT STATE'S ATTORNEY (Entry-Level)**

The Prince George's County Office of the State's Attorney has openings for entry-level Assistant State's Attorneys (ASA). The State's Attorney's Office is charged with servicing the interest of the citizens of Prince George's County, Maryland. With over 900,000 citizens, Assistant State's Attorneys are charged with assisting the State's Attorney to safeguard the community through prosecution of criminal matters.

These are exempt positions, meaning the Assistant State's Attorney is a political appointment and serves at the pleasure of the State's Attorney. Positions may be paid from the general fund and/or limited-term-grant fund.

### **TYPICAL DUTIES:**

The State's Attorney's Office is looking to fill vacancies for entry-level Assistant State's Attorney (ASA) positions. The candidates selected must be familiar with and able to effectively utilize the rules of evidence and criminal procedure to prosecute violations of the criminal law of Maryland, both confidently and professionally.

Typical duties for entry-level ASAs include: preparing cases for District Court trial dockets; contacting, interviewing and preparing victims and witnesses for all court appearances; handling bonds, evidentiary and trial hearings and trials in District Court; drafting routine pleadings; and communicating appropriate information with the citizens of Prince George's County on a variety of issues.

### **MINIMUM QUALIFICATION FOR CANDIDATES:**

Candidates must have graduated from an accredited law school, and be eligible to practice law in the State of Maryland.

### **CONDITIONS OF EMPLOYMENT:**

1. Must pass a background investigation
2. Must pass a drug screen

**ELIGIBILITY TO WORK:** Under the Immigration Reform and Control Act of 1986, an employer is required to hire only U.S. citizens and lawfully authorized alien workers. Selected candidate for employment will be required to show and verify authorization to work in the United States.

**CLOSING DATE:** Open Until Filled

**HOW TO APPLY:** Submit cover letter, resume and writing sample to: Human Resources Manager, Office of the State's Attorney for Prince George's County, [SAOHumanresources@co.pg.md.us](mailto:SAOHumanresources@co.pg.md.us). Please include information as to trial experience (i.e. number of trials had, whether jury or bench trials, and your role during trial).

**An Equal Opportunity Employer**