

Anne Arundel County

Assistant State's Attorney-Violent Crime/Homicide

The Anne Arundel County State's Attorney's Office is seeking an Assistant State's Attorney with significant prior felony jury trial experience handling violent crime and homicide cases. This is a lateral position that requires:

- handling a high volume court docket involving a variety of complex cases effectively
- interviewing victims and witnesses to gather information, researching relevant case law and codes for applicability to varying legal issues, determining appropriate sentence recommendations and guidelines, and developing strategies and theories for effective case prosecution
- drafting and preparation of a variety of legal documents, including but not limited to briefs, motions and legal memoranda
- knowledge of the principles and practices of law, including court procedures and legal research methods and sources
- skill in using a personal computer and commonly utilized business and legal software in the performance of duties
- the ability to act as a liaison between the State's Attorney's Office and other agencies, organizations, and committees working in the criminal justice system

Qualifications

- Law degree and admitted to the Bar in Maryland
- Prior felony jury trial experience required; experience trying homicides and other violent crimes preferred

Salary and benefits are commensurate with experience.

Consideration of resumes will begin immediately. Please send a cover letter, a current resume, list of 3 references, and a writing sample to SAO_Resume@aacounty.org.

NOTE: applicants will be subject to a complete criminal background investigation.

Assistant State's Attorney-Gang Prosecutor

The Anne Arundel County State's Attorney's Office is seeking an Assistant State's Attorney with felony jury trial experience handling gang-related cases. This is a lateral position that requires:

- Close collaboration with police agencies to share intelligence regarding gang activity
- Effectively handling a high volume court docket involving a variety of complex cases
- Interviewing victims and witnesses to gather information, researching relevant case law and codes for applicability to varying legal issues, determining appropriate sentence

recommendations and guidelines, and developing strategies and theories for effective case prosecution

- Drafting and preparation of a variety of legal motions
- knowledge of the principles and practices of law, including court procedures and legal research methods and sources
- skill in using a personal computer and commonly utilized business and legal software in the performance of duties
- the ability to act as a liaison between the State's Attorney's Office and other agencies, organizations, and committees working in the criminal justice system

Qualifications

- Law degree and admitted to the Bar in Maryland
- Felony jury trial experience trying gang-related cases and complex criminal conspiracies
- Experience litigating suppression and other criminal motions

Salary and benefits are commensurate with experience.

Consideration of resumes will begin immediately. Please send a cover letter, a current resume, list of 3 references, and a writing sample to SAO_Resume@aacounty.org.

NOTE: applicants will be subject to a complete criminal background investigation.

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TALBOT COUNTY

Assistant State's Attorney Opening

Opening available for Talbot County Assistant State's Attorney position. Trial experience preferred. Spanish language proficiency a plus.

Send cover letter, resumé and list of references to:

Terri Pierce
Office of the State's Attorney
20 N. West Street
Easton, Maryland 21601
Fax: 410-770-8075

Email: tpierce@talbotcountysao.org

OFFICE OF THE STATE'S ATTORNEY FOR PRINCE GEORGE'S COUNTY



LATERAL ASSISTANT STATE'S ATTORNEY

The Office of the State's Attorney for Prince George's County is seeking an experienced prosecutor to fill a position of Assistant State's Attorney in the Special Victims and Family Violence Unit (SVFVU). SVFVU handles a multitude of cases including domestic violence, sexual assault, child physical and sexual abuse, homicides, physical elder abuse, human trafficking and child exploitation. It is an exempt position, meaning the position is a political appointment and serves at the pleasure of the State's Attorney. This is a general fund position.

Employees in this class, in most cases, work a conventional schedule commensurate with the need to be prepared for trial. Work is primarily performed in an office where normal working conditions are encountered. The work requires minimal physical exertion.

LATERAL POSITION

This is a lateral position that requires:

- License to practice in the State of Maryland
- Knowledge of the principles and practices of law, including court procedures and legal research methods and sources;
- Skill in using a personal computer and commonly utilized business and legal software in the performance of duties;
- Ability to handle a high volume court docket involving a variety of complex cases effectively;
- Ability to interview victims and witnesses to gather information, research relevant case law and codes for applicability to varying legal issues, determine appropriate sentence recommendations and guidelines, and to develop strategies and theories for effective case prosecution;
- Ability to draft and prepare a variety of legal documents, including but not limited to briefs, motions and legal memoranda;

- Coordination with other County and State agencies that provide assistance, protection and services to victims and witnesses;
- Participation in community engagement initiatives; and,
- Performance of related work as required.

TYPICAL DUTIES

Typical duties for an Assistant State's Attorney include:

- Reviewing criminal charging documents and providing direction to law enforcement during investigations;
- Complying with discovery obligations;
- Preparing cases to be presented in court;
- Drafting and arguing pre-trial and post-trial motions; and
- Clearly and logically presenting facts and evidence to a judge or jury during trial

MINIMUM QUALIFICATION FOR CANDIDATES

Candidates must have graduated from an accredited law school, and be licensed to practice law in the State of Maryland. Additionally, candidates must have a minimum of two (2) years of litigation experience and the ability to work independently. Candidates must have felony jury trial experience and a demonstrated interest and background in Special Victims and Family Violence cases.

CONDITIONS OF EMPLOYMENT

1. Must pass a background investigation, which includes fingerprinting
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. Please include information as to trial experience (i.e. number of trials had, whether jury or a bench trials, and your role during trial.

An Equal Opportunity Employer

ASSISTANT STATE'S ATTORNEY – HUMAN TRAFFICKING

The Office of the State's Attorney for Prince George's County is seeking an experienced prosecutor to fill a Human Trafficking **grant-funded position** to work with local, state, and federal law enforcement authorities to investigate and prosecute crimes related to human sex and labor trafficking. It is an exempt position, meaning the position is a political appointment and serves at the pleasure of the State's Attorney. This is a one-year grant funded position. Continuation beyond the one-year term is contingent on future funding.

LATERAL POSITION

This is a lateral position that requires:

- License to practice in the State of Maryland;
- Knowledge of the principles and practices of law, including court procedures and legal research methods and sources;
- Ability to handle a high volume court docket involving a variety of complex cases effectively;
- Ability to interview victims and witnesses to gather information, research relevant case law and codes for applicability to varying legal issues, determine appropriate sentence recommendations and guidelines, and to develop strategies and theories for effective case prosecution;
- Ability to draft and prepare a variety of legal documents, including but not limited to briefs, motions and legal memoranda;
- Coordination with other County and State agencies that provide assistance, protection and services to victims and witnesses;
- Participation in human trafficking initiatives and task forces
- Participation in community engagement initiatives; and,
- Performance of related work as required.

TYPICAL DUTIES

Typical duties for an Assistant State's Attorney – Human Trafficking include:

- Reviewing criminal charging documents and providing direction to law enforcement during investigations;
- Complying with discovery obligations;
- Preparing cases to be presented in court;
- Drafting and arguing pre-trial and post-trial motions; and
- Clearly and logically presenting facts and evidence to a judge or jury during trial

MINIMUM QUALIFICATION FOR CANDIDATES

Candidates must have graduated from an accredited law school, and be licensed to practice law in the state of Maryland. Additionally, candidates must have a minimum of two (2) years of litigation experience and the ability to work independently.

CONDITIONS OF EMPLOYMENT

3. Must pass a background investigation, which includes fingerprinting
4. 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. Please include information as to trial experience (i.e. number of trials had, whether jury or a bench trials, and your role during trial).

An Equal Opportunity Employer

WICOMICO COUNTY

Wicomico County
JOB DESCRIPTION

Title of Job: Assistant State's Attorney

Vacancies: Multiple

Department: Office of the State's Attorney for Wicomico County

Date: March 19th, 2020

Job Summary: Responsible for prosecuting criminal cases and advising and legally supporting police agencies. Requires involvement in the investigation, charging and trial of both felony and misdemeanor cases, in addition to violations of probation and other post trial proceedings.

Essential Functions:

Review referrals for charging decision. Write and file charging documents.

Subpoena and contact witnesses and evidence necessary for hearings.

Answer requests for discovery and other related paperwork. Respond to pleadings.

Prepare and present motions hearings.

Research case law.

Investigate criminal histories.

Consult with other allied agencies.

Maintain a trial calendar.

Conduct trials.

Serve as a community and law enforcement liaison.

Required Knowledge, Skills, and Abilities:

Comprehensive knowledge of Maryland laws, related Federal statues and ethical obligations. Comprehensive knowledge of the principles, methods, materials, practices and references utilized in legal research. Thorough knowledge of legal office procedures and practices. Ability to plan and supervise the work of other attorneys. Ability to establish and maintain effective working relationships with court officials, the legal community and the general public. Ability to present complex ideas effectively, both orally and in writing. Ability to handle complex trial and appellate litigation. Computer skills.

Education and Experience:

State of MD License to practice Law Required

BA/BS degree. Juris Doctorate from an accredited law school.

Currently accepting multiple levels of experience as there are multiple vacancies for differently qualified positions.

A comparable amount of training and experience may be substituted for the minimum qualifications.

FLSA Status: Exempt

Physical and Environmental Conditions:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to personal computer, calculator, copier and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

PRINT NAME

EMPLOYEE #

SIGNATURE

DATE

Wicomico County
JOB DESCRIPTION

Title of Job: Assistant State's Attorney for the Prosecution Integrity Unit
Vacancies: (2)

Department: Office of the State's Attorney for Wicomico County
Date: March 19th, 2020

Job Summary: As a prosecutor assigned to the *Prosecution Integrity Unit (PIU)*, this person will be responsible for the prosecution of all types of cases within both the jurisdiction of the Circuit Court for Wicomico County and the District Court for the State of Maryland. As a specialty unit within the Office of the State's Attorney, the Prosecution Integrity Unit is charged with ensuring compliance with all relevant rules and authorities governing the fair administration of justice, and in those instances where there have been previous failures to meet those obligations, establishing policies and procedures that govern those circumstances. Additionally, prosecutors within the PIU will be responsible for the prosecution of any cases where the interests of justice require new hearings because of concerns with the integrity of prior prosecutions.

Essential Functions:

Assist with Training Staff Attorneys on issues surrounding ethical obligations
Conduct major case trials and hearings
Develop, recommend and implement policies and procedures surrounding ethical obligations
Research and prepare briefs
Prepare Jury Instructions
Assist, advise and educate all law enforcements agencies within the County as to ethical obligations
Negotiate plea agreements
Subpoena witnesses and evidence for trial
Answer Discovery, argue motions in court
Perform major case law research
Continue prosecutor education
Continually evaluate closed cases to ensure prosecution integrity
Maintaining a substantial caseload
Perform other tasks assigned by the State's Attorney or Deputy State's Attorney

Required Knowledge, Skills, and Abilities:

Comprehensive knowledge of Maryland laws, related Federal statues and ethical obligations. Comprehensive knowledge of the principles, methods, materials, practices and references utilized in legal research. Thorough knowledge of legal office procedures and practices. Ability to plan and supervise the work of other attorneys. Ability to establish and maintain effective working relationships with court officials, the legal community and the general public. Ability to present complex ideas effectively, both orally and in writing. Ability to handle complex trial and appellate litigation. Computer skills.

Education and Experience:

State of MD License to practice Law Required

BA/BS degree. Juris Doctorate from an accredited law school. Demonstrated experience in all areas of prosecution or demonstrated expert experience in specialist area. Some supervisory experience is required. Seven years of experience as an Assistant State's Attorney with experience prosecuting major felonies.

Any specialized experience with the rules of professional conduct and/or issues surrounding the ethical duties imposed on prosecutors would be desirable, though not necessary for consideration.

A comparable amount of training and experience may be substituted for the minimum qualifications.

FLSA Status: Exempt

Physical and Environmental Conditions:

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to personal computer, calculator, copier and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing and pulling.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

PRINT NAME

EMPLOYEE #

SIGNATURE

DATE