

**ASSISTANT STATE'S ATTORNEY
OFFICE OF THE STATE'S ATTORNEY**

SUMMARY:

The Allegany County State's Attorney's Office is seeking to fill an Assistant State's Attorney position and is considering both entry level and experienced attorneys. Duties and Responsibilities: Reviews prospective criminal cases in order to determine adequacy of legal charges; handles a high volume court docket involving a variety of complex cases effectively. Provides direction to local law enforcement during investigations. Interviews witnesses, conducts legal research, summons witnesses, obtains documents and otherwise prepares cases for criminal prosecution; prosecutes cases and is an advocate on behalf of the State of Maryland in Allegany County Circuit and District Courts.

QUALIFICATIONS:

Must have a Law Degree and be a Maryland Bar Member.

KNOWLEDGE, SKILLS AND ABILITIES:

Should preferably have knowledge of the principles and practices of the legal profession; knowledge of the principles and practices of criminal prosecution, law and practices; skill in interviewing and prosecutorial techniques; skill in word processing and database programs; ability to express ideas clearly and effectively both orally and in writing; and ability to establish and maintain effective working relationships with others. Must have the ability to read, analyze, and interpret legal and technical documents, statutes, regulations and case law; ability to write legal documents, memoranda, letters, reports and business correspondence; ability to effectively present information and respond to questions from clients and the legal community.

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.)

SALARY AND BENEFITS

This is a full time position with a salary based on qualifications, and eligibility for complete County benefits package, including health and life insurance, paid leave, and pension.

**Applications and Complete Job Description are available
in the Main Lobby at the address below or on the Web at:**

<http://alleganygov.org/Jobs.aspx>

(NO PHONE CALLS PLEASE)

Applications, cover letter and current resume are required and must be returned to:

**Allegany County Office Complex
701 Kelly Road
Cumberland, MD 21502**

*****Due to current conditions, we recommend that applications are printed from our website then submitted via mail or
dropped off at our front lobby after completion*****

**APPLICATIONS ARE BEING ACCEPTED CONTINUALLY AT THIS TIME
(SUBJECT TO CHANGE AT A LATER DATE)
ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**