

MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION

PROSECUTOR TRAINING COORDINATOR MANAGER

JOB DESCRIPTION

The employees in this job functions as the deputy director of the Prosecutor Training Coordination Council, with responsibility for assisting in the administration and coordination of training programs and the provision of technical assistance to county prosecuting attorneys. The employee provides direct supervision to subordinate Prosecutor Training Coordinators. The work requires knowledge of the fundamental principles and/or subjects of law and the state legal system, and supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

Position Code Title - Prosecutor Trng Coord Mgr-1

Prosecutor Training Coordinator Manager 18

The employee functions as the first-line manager of Prosecutor Training Coordinators.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Schedules work assignments, establishes priorities, and directs the work of independent contractors.

Selects and assigns staff, ensuring equal employment in hiring and promotion.

Plans and conducts in-service training activities for subordinate Prosecutor Training Coordinators.

Directs the work of prosecutor training coordinators involved in preparing standard-setting prosecution office manuals, responding to written or verbal inquiries concerning criminal law and procedure changes, serving as assistant executive officers of the Office of Prosecuting Attorneys' Coordination, and screening and placing law student interns.

Conducts on-site technical assistant evaluations of prosecuting attorney offices; advises prosecuting attorneys on the administration of their offices concerning procedures, policies, and management practices.

Directs the work of professional staff in research, design, and installation of computerized work management systems for prosecuting attorneys.

Under the general direction of the Prosecuting Attorneys' Coordinating Council, serves as Deputy Chief Executive Officer of the Office of Prosecuting Attorneys' Coordination in the Department of Attorney General.

Administers in-service training programs for prosecuting attorneys; selects curriculum; obtains speakers and resource persons; produces and edits training materials; appears as a lecturer; arranges for physical facilities; evaluates seminar results.

Prepares and publishes a bulletin for prosecuting attorneys to disseminate significant opinions in criminal cases from the state's appellate courts, recent legislation, research on points of laws, and news of training opportunities for prosecutors.

Performs research and analysis required for the solution of major prosecution legal problems.

At the request of the Council, drafts bills for introduction in the legislature and appears before legislative committees to report on current prosecution practice and procedures.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Extensive knowledge of the fundamental principles and/or subjects of law and the state legal system.

Extensive knowledge of the nature and use of tools of legal study.

Extensive knowledge of legal research techniques and procedures.

Extensive knowledge of the preparation of briefs and arguments for the trying of complex cases before the courts.

Extensive knowledge of training methods and materials.

Extensive knowledge of the statutes and regulations of the department.

Extensive knowledge of the powers and functioning of prosecuting attorneys.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of equal employment opportunity policies and procedures.

Thorough knowledge of employee policies and procedures and personnel practices.

Thorough knowledge of labor relations.

Ability to instruct, direct, and evaluate coordinators.

Ability to direct and motivate others.

Ability to interpret complex laws, statutes, court decisions, legal opinions, and legal documents.

Ability to communicate effectively.

Ability to use judgment, tact, and discretion.

Ability to present ideas clearly and effectively.

Ability to assimilate quickly oral and written data, to analyze facts, and to draw logical conclusions.

Working Conditions

None

Physical Requirements

None

Education

Possession of a Juris Doctorate degree from an accredited school of law.

Experience

Prosecutor Training Coordinator Manager 18

Four years of professional experience (post-bar admission) in providing training or technical assistance to prosecuting attorneys, or performing professional, legal work within a prosecuting attorney's office, including one year equivalent to a Prosecutor Training Coordinator 16 or two years equivalent to a Prosecutor Training Coordinator P15.

Special Requirements, Licenses, and Certifications

Membership in good standing in the Michigan State Bar.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

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Job Code Description

PROSECUTOR TRAINING COORDINATOR MANAGER

Position Title

Prosecutor Trng Coord Mgr-1

Position Code

PROCMGR1

Pay Schedule

NERE-079

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07/19/2015