

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

PROSECUTOR TRAINING COORDINATOR

JOB DESCRIPTION

Employees in this job complete a variety of assignments to provide centralized training and technical assistance to county prosecuting attorneys for the purpose of promoting a uniform system of prosecutorial conduct and procedure within each county of the state.

There are four classifications in this job.

Position Code Title – Prosecutor Training Coordinator-E

Prosecutor Training Coordinator 13

This is the entry level. The employee carries out a range of professional prosecutor training coordinator assignments while learning the methods of the work.

Prosecutor Training Coordinator 14

This is the intermediate level. The employee performs an expanding range of prosecutor training coordinator assignments in a developing capacity.

Prosecutor Training Coordinator P15

This is the experienced level. The employee performs a full range of prosecutor training coordinator assignments in a full-functioning capacity. Extensive independent judgement is used to make decisions in carrying out assignments that have substantial impact on services or programs. Availability of guidelines is limited and theories, principles, and practices of the profession must be used to determine appropriate courses of action.

Position Code Title – Prosecutor Training Coordinator-A

Prosecutor Training Coordinator 16

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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

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position are included, nor is it expected that all positions will be assigned every duty.

Researches, compiles, writes, edits and publishes standard-setting prosecution office manuals covering criminal law procedure and policy; oversees research and writing activities of assigned law student interns.

Responds to written and verbal inquiries concerning criminal law and procedure or special problems.

Monitors, reads and keeps informed of new legislation and analyses of recent court decisions and rule changes for both state and federal laws.

Assists with the planning and presentation of training seminars for prosecutors.

Responds to inquiries from the legislature regarding current and proposed prosecution practices and procedures.

Recruits, screens, selects, trains and places law student interns into internship positions in prosecuting attorneys' offices.

Develops and maintains screening devices for the selection and placement of interns.

Conducts research, maintains records, prepares reports and conducts correspondence related to the work as needed.

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

Serves as a liaison with state law schools to promote an awareness of public prosecution as a career opportunity.

Performs related work as assigned.

Additional Job Duties

Prosecutor Training Coordinator 16 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

Prosecutor Training Coordinator 16 (Senior Worker)

Performs on a regular basis professional prosecutor training coordinator assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the fundamental principles and subjects of law.

Knowledge of the nature and use of the tools of legal study.

Knowledge of legal research techniques and procedures.

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

Knowledge of training methods and materials.

Knowledge of the state legal system.

Knowledge of the statutes and regulations of the Department of Attorney General.

Knowledge of the powers and functions of prosecuting attorneys.

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

Ability to use judgment, tact and discretion.

Ability to present ideas clearly and effectively.

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

Ability to develop and maintain screening devices for the selection and placement of law student interns.

Ability to maintain records, and prepare reports and correspondence related to the work.

Ability to communicate effectively with others, both orally and in writing.

Ability to maintain favorable public relations.

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Additional Knowledge, Skills, and Abilities

Prosecutor Training Coordinator 16 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

None.

Physical Requirements

None.

Education

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

Experience

Prosecutor Training Coordinator 13

No specific type or amount required.

Prosecutor Training Coordinator 14

One year of professional experience in providing training or technical assistance to prosecuting attorneys equivalent to a Prosecutor Training Coordinator 13, or one year of experience performing professional, legal work assignments in a prosecuting attorney's office.

Prosecutor Training Coordinator P15

Two years of professional experience in providing training or technical assistance to prosecuting attorneys equivalent to a Prosecutor Training Coordinator, or two years of experience performing professional, legal work assignments in a prosecuting attorney's office, including one year equivalent to a Prosecutor Training Coordinator 14.

Prosecutor Training Coordinator 16

Three years of professional experience in providing training or technical assistance to prosecuting attorneys equivalent to a Prosecutor Training Coordinator, or three years of experience performing professional, legal work assignment in a prosecuting attorney's office, including one year 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.

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JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

PRSTRGCDR

Job Code Description

Prosecutor Training Coordinator

Position Title

Prosecutor Training Coordinator-E

Prosecutor Training Coordinator-A

Position Code

PRSTCDRE

PRSTCDRA

Pay Schedule

NERE-076

NERE-077

ECP Group 2
Revised 6/1/06
TeamLeaders