

DOMESTIC VIOLENCE PROSECUTOR

**CITY OF CHESTER, SOUTH CAROLINA
JOB DESCRIPTION**

**JOB TITLE: DOMESTIC VIOLENCE PROSECUTOR
Domestic Violence (DV) PROSECUTOR, PART TIME, Domestic Violence Court
EXEMPT STATUS—EXEMPT**

GENERAL DESCRIPTION

The purpose of the part time DV Prosecutor position is to oversee and prosecute domestic violence cases in the Chester Municipal Court; to oversee the daily activities of the DV Paralegal, all office trial assistants and clerical personnel and interns, and to perform independent planning and implementation, reporting progress of major activities through periodic conferences and meetings. The DV Prosecutor position is in the Administrative Department of the City of Chester. The DV Prosecutor reports to the City Administrator.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL TASKS

Specific Functions:

Serves as prosecutor for the City of Chester in cases related to domestic violence before the Chester Municipal Court monthly, as needed, minimally 1-2 per month.

Gathers and analyzes evidence in domestic violence cases and reviews pertinent domestic violence state and federal laws and case law.

Appears against the accused in municipal court and presents evidence before judge and/or jury.

Prepares legal briefs and motions as needed.

Maintains and manages individual caseloads in a timely and effective manner.

Prepares domestic violence cases for prosecution, performing such duties as reviewing warrants and preparing indictments; diagnosing cases and determining best case strategies; conducting preliminary hearings; interviewing witnesses and victims; investigating crime scenes; researching legal issues affecting cases; applying the law to facts of a domestic violence criminal case; determining appropriate sentence; evaluating witnesses; maintaining witness confidentiality; writing legal briefs, motions, order, petitions; preparing witnesses for testimony; determining restitution.

Ensures compliance with the Victims' Rights Act.

Presents and argues prepared cases in court as assigned.

Notifies victims and defense attorneys of trial dates; notifies defendants and bondsmen of court appearances.

Assists law enforcement agencies requiring legal advice about the investigation of any domestic violence matter; advises officers of changes in law; trains officers in case investigation from a legal perspective.

Assists in coordinating department activities and functions with those of other City departments, municipalities and outside agencies as appropriate.

Compiles data for and prepares various records, reports, recommendations and correspondence as required by the department, County and/or other agencies.

Operates a computer and several types of word processing, database, imaging and messaging software; operates basic office equipment.

Keeps abreast of all new domestic violence legislation and case law which affects the municipality of Chester's cases.

Attends professional conferences, training, seminars, workshops, etc., as necessary to maintain job knowledge and skills.

Mandatory participation in VAWA project committee meetings.

Work schedule 20 hours per week, not to exceed 28 hours per week.

Minimum Education and Experience:

Graduation from an accredited law school, an attorney admitted to the practice of law before the courts of record in South Carolina with at least eight (8) years of experience as a practicing attorney, preferably 2-3 years magistrate/municipal experience, but not required.

Must be an active member of the bar in good standing with the South Carolina Supreme Court.

Requirements of Work:

- Considerable knowledge of the South Carolina criminal laws and caselaw as it relates to domestic violence.
- Considerable knowledge of the South Carolina Rules of Court, including the South Carolina Rules of Criminal Procedure and South Carolina Rules of Evidence.
- Considerable knowledge of constitutional rights of defendants in criminal proceedings.
- Must be available able to the Chester Police Department.
- Ability to interpret and apply laws and court decisions.
- Ability to prepare correspondence, court orders, motions, legal briefs, jury instructions, etc., using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to be generally available to attend mandatory meetings in person and/or on short notice and the ability to be reached promptly by phone.
- Considerable knowledge of the legal system it processes and procedures.
- Ability to communicate orally with defendants, witnesses, and the public in group settings to give instructions or information and to respond to questions.
- Ability to establish and maintain effective working relationship with judges, attorneys, court and law enforcement personnel.
- Ability to effectively communicate, both orally and in writing.
- Ability to supervise the work of the Domestic Violence (DV) Paralegal to ensure that DV Paralegal is performing satisfactory in assigned tasks, including reviewing all correspondences drafted by the DV Paralegal, ensuring court notices and subpoenas are timely served on defendants, victims and witnesses, and personnel and officers of the Chester Police Department, and maintaining an accurate court dockets.
- Ability to use of personal computers, Microsoft applications, and specialized computer systems and applications designed to improve court efficiency.

Notice of application should be submitted to City of Chester Human Resources Department, Attention Carla Roof, 100 West End Street, Chester, SC 29706, or email to croof@chester.sc.gov Applications accepted until 12 noon, Thursday, October 26, 2017. The City of Chester is an EOE-H. Position is Subject to the following Background Checks: Credit Check, Criminal History, Driving History, Drug Test and Medical/Physical.