

# DUI Prosecutor



**DEPARTMENT:** Police  
**PAY GRADE:** 17  
**FLSA STATUS:** Exempt

## **SAFETY**

Employee is responsible for adhering to all safety procedures and regulations established by the Department, the City and all State and Federal organizations. Any safety concern should be reported to a supervisor immediately.

## **JOB SUMMARY**

Under limited supervision of the grant program manager and the police chief, responsible for prosecuting all drug and alcohol related driving offenses; negotiating cases and plea agreements; conducting bench and jury trials; presenting motions, pleadings, and arguments in court; and interviewing witnesses, police officers, victims, and others. Deals courteously and effectively with fellow employees and citizens.

## **ESSENTIAL JOB FUNCTIONS**

- Review and prepare for prosecution, all drug and alcohol related driving offense arrests cited by the City of Goose Creek Police Department Officers.
- Meet with officers monthly to review drug and alcohol related driving offense arrests.
- Train and teach Goose Creek Police Officer's regarding case preparation, testimony and general court procedures.
- Interview victims and witnesses involved in drug and alcohol related driving offense arrests.
- Conduct pre-trial conferences with officers and Defense Attorneys.
- Negotiate plea agreements.
- Prosecute bench and jury trials.
- Provide a monthly updated listing on the status of all pending drug and alcohol related driving offense arrests.
- Maintain a calendar of pre-trial conferences with charging deputies.
- Track and maintain statistics on the conviction rate.
- Meet with local judges and magistrates to discuss the position and grant responsibilities.
- Performs other duties as assigned.

## **MINIMUM REQUIREMENTS**

- Juris Doctorate degree from an ABA accredited law school;
- Three (3) years of related experience including two (2) years of litigation or other trial-based experience preferred;
- Candidates must be admitted to practice law in South Carolina (member of South Carolina Bar).
- Must have and maintain a valid driver's license for South Carolina with safe driving record.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of pertinent Federal, State laws, and City ordinances.
- Knowledge of judicial procedures and the rules of evidence, principles, methods of legal research.
- Skills to draft legal documents, prepare, present and argue cases effectively in court.
- Skill in using mainframe systems and personal computers including Word and Excel.
- Skill in excellent communication, both oral and written.
- Skill in the operation of all basic office equipment.
- Ability to exercise discretion and judgment in interpreting and adapting guidelines (or laws/statute).
- Ability to multi-task and work independently.
- Ability to maintain strict confidentiality in performing duties and protects operations by keeping information confidential.

### **PHYSICAL DEMANDS**

This position requires the employee to sit and use hands to handle objects and reach with hands and arms; talk and hear. The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work is performed in an office setting, with the ability to work evenings for court hearings and flexible hours when necessary. Scheduled hours/days, duties and other information contained herein are subject to change to meet the priorities and needs of the City.

### **REASONABLE ACCOMODATION**

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were written out in this job description.

**The City reserves the right to revise this position description at any time.**