

SPECIAL PROSECUTOR

FUNCTION OF THE JOB

Under direction, consistent with Chapter 978 and other relevant provisions of Wisconsin Statutes to assist with all phases of prosecution in a professional and ethical manner; adhere to Chapter 950 requirements regarding notification and treatment of victims of crime; performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Responsible for all duties stated in §978.05, Wisconsin Statutes.
2. Reviews referrals from law enforcement agencies to determine whether to decline or issue charges.
3. Issues charges consistent with ethical and legal standards.
4. Ensures the requirements of Chapter 950 and other relevant provisions of Wisconsin Statutes and constitution that relate to notification and treatment of victims and witnesses of crime are met.
5. Prosecutes cases that merit prosecution in a professional and ethical manner, which includes performing duties as a minister of justice to zealously pursue the truth in court and present facts with candor to courts and juries.
6. Provides discovery to opposing parties as required by law and consistent with related case law.
7. Provides guidance to law enforcement agencies, social workers, and others that relate to potential or actual prosecutions, including participation in training sessions.
8. Reviews draft subpoenas and search warrants prepared by law enforcement.
9. Informs others who work in the criminal justice system and the public at large about developing trends, problems, and concerns related to their daily work in a collaborative manner.
10. Prepares written reports and briefs concerning cases handled and their progress.
11. Conducts legal research and investigations that may include analysis of case law, statutory requirements, legal documents, and contracts.
12. Prepares legal documents, contracts, complaints, and pleadings; drafts opinions, orders, or decisions.
13. Establishes and maintains effective working relationships with staff, departments, government officials, and the public.
14. Maintains prompt, predictable, and regular attendance.
15. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of legal research methods, principles, and source materials.
2. Considerable knowledge of criminal laws and procedures of Wisconsin.
3. Considerable knowledge of Wisconsin State Statutes, the Administrative Code, and applicable case law.
4. Considerable knowledge of judicial procedures, rules of evidence, and the practices and techniques employed in the presentation of cases in court.
5. Working knowledge of federal and civil laws and procedures.
6. Ability to appraise and organize facts, and to effectively present materials in written or oral form.
7. Ability to effectively plead cases in court and to prepare oral and written agreements supportive of cases.
8. Ability to effectively present recommendations to judges, court commissioners, elected officials, various boards, committees, and/or commissions.
9. Ability to research, analyze, and interpret legal documents, statutes, and codes.

QUALIFICATIONS

Essential Knowledge and Abilities (cont.)

10. Ability to analyze and make recommendations regarding credibility, plausibility, and other determinations of fact.
11. Ability to exercise judgment in the interpretation and application of law to individual factual situations.
12. Ability to maintain accurate and complete records and to prepare clear and detailed reports.
13. Ability to establish and maintain effective working relationships with staff, departments, government officials, and the public.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from an ABA accredited law school.
2. Admission to the Bar in the State of Wisconsin.