

# **ASSISTANT DISTRICT ATTORNEY**

**POSITION PURPOSE:** FUNCTIONS AS A PROSECUTING ATTORNEY IN A VARIETY OF COURT PROCEEDINGS INVOLVING THE DISTRICT ATTORNEY'S OFFICE.

**POSITION IN ORGANIZATION:** REPORTS TO THE DISTRICT ATTORNEY AND THE DEPUTY DISTRICT ATTORNEY.

## **MAJOR DUTIES**

1. Prosecutes felony, misdemeanor, juvenile and ordinance offenses.
2. Conducts research on pertinent decisions, laws, regulations, and other matters related to cases.
3. Reviews police incident reports and makes charging decisions. Dictates criminal complaints, as required by Wisconsin Statutes for formal prosecution.
4. Handles court calendars including initial appearances, further proceedings, motion hearings, and plea and sentencing hearings.
5. Acts as an "on-call" resource for local law enforcement agencies concerning preparation of warrants and subpoenas.
6. Prepares for and conducts preliminary examinations.
7. Prepares for and conducts jury trials and court trials.
8. Researches and prepares briefs for post-conviction motions and appeals.
9. Performs related duties as assigned.

## **PRINCIPAL ACCOUNTABILITIES**

1. Ensures prosecution of all assigned cases involving Winnebago County is in the best interest of the citizens.
2. Ensures guidance is provided to both law enforcement agencies and citizens.
3. Ensures that Winnebago County is competently and professionally represented in court.