

**Worcester County  
Job Opportunities**

**DEPARTMENT:** THE OFFICE OF THE STATE'S ATTORNEY  
**JOB TITLE:** ASSISTANT STATE'S ATTORNEY  
**COMPENSATION:** SALARIED POSITION (COMMENSURATE WITH EXPERIENCE)  
**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** This position will perform progressively responsible legal work involving preparing and prosecuting criminal cases of varying complexity as well as a wide variety of additional legal matters with no supervisory duties or responsibilities.

**Essential Job Duties and Responsibilities:**

- Provide legal representation in the prosecution of criminal matters in the District Court of Maryland and/or the Circuit Court for Worcester County.
- Make decisions and/or counsel victims, witnesses and/or law enforcement concerning the prosecution of criminal matters.
- Provide written or oral legal advice to law enforcement.
- Appear in court and/or related forums to select juries, present evidence, cross-examine witnesses, make legal arguments, and act as an oral advocate for Worcester County.
- Draft and file necessary documents.
- Identify and prepare witnesses to present testimony effectively in court.
- Identify and prepare evidence for use in court.
- Develop knowledge and expertise in the area of criminal law.
- Work professionally and effectively representing the Office of The State's Attorney at all times.
- Comply with Worcester County Personnel Rules & Regulations.
- Perform other related duties as directed by The State's Attorney or Deputy State's Attorney.

**Qualifications and Skills:**

- Graduation from an accredited law school and admission to practice in the State of Maryland.
- At least three years of litigation experience preferred.
- Ability to work efficiently and effectively in high-pressure situations.
- Ability to handle a large and varied case load efficiently and effectively.
- Possess knowledge and understanding of Maryland penal statutes and criminal procedure.
- Possess exceptional organizational and presentation skills.
- Possess exceptional verbal, written, and interpersonal communication skills.
- Valid driver's license.
- Pass a criminal background check.

**Safety Analysis:**

(Rarely (< 5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75%of the time)  
Sedentary work; constant sitting; prolonged standing in court as needed; frequent talking, reading, and listening; occasional pushing, pulling, carrying, and lifting up to 10 lbs. No known significant hazard risk.