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 statues 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.