

# Worcester County State's Attorney's Office Job Opportunities

**DEPARTMENT:** THE OFFICE OF THE STATE'S ATTORNEY

**JOB TITLE:** ASSISTANT STATE'S ATTORNEY

**COMPENSATION:** SALARIED POSITION – \$70,000 - \$120,000 BASED ON EXPERIENCE

**WORK SCHEDULE:** NORMAL WORK SCHEDULE IS MONDAY-FRIDAY 8:00AM-4:30PM. MAY REQUIRE SOME WORK IN THE EVENING BASED ON THE COURT SCHEDULE AND MEETING WITH LAW ENFORCEMENT OR WITNESSES.

**APPLICATION PERIOD:** UNTIL FILLED

**JOB SUMMARY:** This full-time position will perform legal work involving preparing and prosecuting criminal cases of varying complexity as well as a wide variety of additional legal matters.

## **Essential Job Duties and Responsibilities:**

- Represents the State of Maryland in the prosecution of criminal matters in the District or Circuit Court for Worcester County
- Advises and assists law enforcement on legal matters throughout the course of criminal investigations
- Appears in court and related forums to select juries, present evidence, examine witnesses, make legal arguments, and act as an advocate for the State of Maryland
- Drafts and files necessary documents
- Identifies and prepares witnesses to present testimony effectively in court
- Identifies and prepares evidence for use in court
- Develops knowledge and expertise in the area of criminal law
- Works professionally and effectively always representing the Office of The State's Attorney
- Complies with safety programs, policies, and works safely
- Ensures confidentiality of information and records and complies with the record retention schedule
- Comply with Worcester County Personnel Rules & Regulations
- Performs other related duties as directed by the State's Attorney

## **Qualifications and Skills:**

- Graduation from an accredited law school and admission to practice in the State of Maryland
- 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 criminal law and related statutes, criminal procedure and the Maryland Rules
- 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 to 10 lbs. No known significant hazard risk.

## **Worcester County Government Benefits Information**

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.