



# ST. JOSEPH COUNTY

## JOB DESCRIPTION

### Board of Commissioners

Derek D. Dieter

Carl Baxmeyer

Deborah A. Fleming, DMD

### Director

Kimberly Karkiewicz

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**Position:** Deputy Prosecuting Attorney, Traffic & Misdemeanor

**Department:** Prosecutor's Office

**Location:** County-City Building

**Status:** Full time

**Salary:** \$64,640

**FLSA Status:** Exempt

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### Description:

The St. Joseph County Prosecutor's Office in South Bend, Indiana, is seeking an attorney to join its team handling traffic and misdemeanor cases. Our new deputy prosecutor will become part of a busy office of 23 attorneys with a significant focus on professional development. We are looking for someone with an analytical mind and excellent oral skills who enjoys working closely with other attorneys.

The St. Joseph County Prosecutor's Office is committed to protecting everyone in our community by keeping dangerous criminals off our streets, rehabilitating those who can contribute to our community, and respecting victims of crime.

The team in this office includes Prosecutor Ken Cotter, deputy prosecuting attorneys, paralegals, investigators, child support caseworkers, victim advocates, and support staff. We work with residents, police and other government leaders to make St. Joseph County a better place to live and raise a family.

We believe that continual improvement is essential to providing our community with the service that it deserves. That is why deputy prosecutors are encouraged to attend trainings, and why Prosecutor Cotter makes sure to provide advice and feedback in frequent one-on-one sessions.

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### Essential Functions:

As deputy prosecuting attorney in the Traffic & Misdemeanor Division, you will gather and analyze evidence, interview witnesses, determine charges, prepare for and appear at trial, coordinate with victim advocates, attend trainings and remain current with developments in the law.

This is a full-time position that may include some weekend and evening hours.

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### Qualifications:

Successful applicants must have a J.D. and be a member in good standing of the Indiana Bar or be expected to meet those criteria before beginning their employment.

*Please contact Brandi Miller at [bmiller@stjoepros.org](mailto:bmiller@stjoepros.org) with any questions or to submit a cover letter and resume.*