**State Attorney Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a State Attorney to prosecute criminal and civil cases for the people of [insert location].

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Administer all prosecution cases for a felony, misdemeanor, juvenile delinquency, conservation, and other types of cases.
* Prepare felony cases for prosecution and prepare appropriate reports and criminal charge sheets submitted by police and schedule trials of such cases in the court of law.
* Develop trial strategy, conduct plea negotiations, and align cases with appropriate sections of the law, and perform research to ensure criminals conviction as per law.
* Perform witness interviews to validate case supporting facts for trial and attend pre-trial hearings and respond or file pre-trial motions to substantiate prosecution charges.
* Prepare legal documents and reports and assist in various courts proceeding during trials of each case to ensure criminals for appropriate fines.
* Manage all communication with stakeholders and inform of statuses such as police officials, defense attorneys, and victims.
* Prepare and respond to post-trial motions and appear in court at sentencing hearings.
* Participate in all legal functions related to child abuse and neglect prosecution, illegal drug use, violent crimes, and similar types of cases.
* Manage and file juvenile cases in juvenile court and provide the necessary support for protective custody.

### About you

* Must be a member in good standing of The [insert state] Bar  
  [insert number] years’ experience in Estate Planning, Probate & Trust Administration
* LLM in taxation or estate planning is preferred
* Strong research and writing skills
* Proficient in Microsoft Office, including Word and Excel
* Excellent organizational skills
* Experience managing a full caseload

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]