

**POSITION DESCRIPTION  
COUNTY OF VANDERBURGH, INDIANA**

**POSITION:** Staff Attorney/Administrator  
**DEPARTMENT:** Circuit Court  
**JOB CATEGORY:** EXEC  
**SUPERVISOR:** Circuit Court Judge

Updated: August 2010  
Employee #: 1620

**SUMMARY**

Incumbent serves as Staff Attorney/Administrator for Vanderburgh County Circuit Court.

**DUTIES AND ESSENTIAL FUNCTIONS**

Set evidence suppression Court hearing dates.

Set Court calendar with initial hearings, readiness conferences, and holding dates.

Responsible for scheduling and conferencing.

Train attorneys, as needed, to use evidence presentation system.

Maintain Post Conviction Relief cases.

Serve as Judge Pro Tem.

Prepare jury instruction for criminal and civil trials. Meet with attorneys to receive objections to instructions and prepare modifications as needed.

Conduct legal research upon request from Circuit Court Judge and Magistrate.

Ensure trial readiness by conducting criminal readiness and criminal and civil conferences and reviewing pre-trial evidentiary and summary judgment motions and petitions. Submit summarized results to Judge or Magistrate.

Assist with the sentencing process by reviewing sentencing motions and petitions, Court files and other records submitted by the Adult Probation Department and Vanderburgh County Work Release. Submit motion and legal facts to the sentencing judge for final ruling.

Maintain the Circuit Court trial calendar; contact attorneys involved in pending trial dates and determine the status.

Prepare and submit Quarterly Case Status Reports to the State of Indiana.

Prepare written summary of Judge's Findings of Fact and Conclusions of Law and notify appropriate parties.

Serve as liaison to Circuit Court Judge; respond to citizen inquires and requests.

Perform related duties as assigned.

### **JOB REQUIREMENTS AND DIFFICULTY OF WORK**

Possess analytical skills or the ability to define problems precisely and to identify and combine relevant facts objectively and in perspective.

Take initiative or have the ability to take action with a minimum of prompting.

Ability to reach quick and sound decisions utilizing good judgment.

Possess planning skills or the ability to identify the steps necessary to reach objectives and to define practice courses of action.

Possess technical, administrative, or specialized knowledge involving advanced capabilities in a particular field or broad knowledge of several fields. Requires skills to manage and coordinate a major activity or program.

### **RESPONSIBILITY**

Positions at these levels generally have considerable decision-making latitude and authority but such decisions have more indirect impact on a portion of the economy, the public, or the management of the Government activities, either on a long-term or short-term basis.

Positions at these levels direct or participate in complex activities or a wide scope of activities with a variety of problem-solving demands and decision-making responsibility for their assigned activities.

### **LICENSE AND CERTIFICATION REQUIREMENTS**

High School Diploma or GED Equivalent.

Possession of Law and Bachelor Degrees.

Indiana Licensed Attorney.

### **PERSONAL RELATIONSHIPS**

Requires frequent contacts outside immediate organization to advise, influence, or control actions of others in situations which may be controversial and/or provides direct control through subordinate manager over a relative large or important segment of an organization.

### **PHYSICAL EFFORT AND WORK ENVIRONMENT**

Incumbent performs majority of duties in a standard office environment with no unusual physical demands. Incumbent may be exposed to irate or uncooperative individuals and may be required to transport probationers and restrain probationers during extreme situations.

**VANDERBURGH COUNTY  
EXECUTIVE PAY SCHEDULE - ANNUAL SALARIES  
2019**

2% Rate Increase from Previous Year

<u>CLASS</u>	<i>STEPS</i>							
	<i>Initiation</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>
<b>II EXEC</b> (655-+)	53,431	58,687	63,945	69,202	74,455	79,707	84,961	90,222
	<i>Hire Date</i>	<i>After 6 Mos</i>	<i>After 2 Yrs</i>	<i>After 5 Yrs</i>	<i>After 10 Yrs</i>	<i>After 15 Yrs</i>	<i>After 20 Yrs</i>	<i>After 25 Yrs</i>