

Prosecuting Officer

Function of Job:

Under general direction of responsible college/university official, prepare and present college/university police criminal prosecution court cases and provide legal counsel on criminal law issues.

Characteristic Duties and Responsibilities:

1. Prepare, review, and prosecute criminal court cases on behalf of the college/university police.
2. Prosecute District Court cases and present Grand Jury case.
3. Provide court preparation on criminal prosecutions such as court lists, including witness lists, issuing subpoenas, and meeting with victims and witnesses.
4. Refer criminal prosecutions back to college/university police for additional work and/or to student judicial systems for action as appropriate.
5. Work with University System General Counsel and student Judicial Affairs representative in assisting the Vice President for Student Affairs with legal issues relating to police criminal prosecution matters.
6. Respond to, prepare and present court motions or memoranda in the course of criminal prosecutions.
7. Collaborate with USNH General Counsel in researching case law applicable to police prosecutions on behalf of college/university police department.
8. In conjunction with student affairs judicial representative, provide training on judicial issues for police, students, faculty, and staff in presentation of evidence and other issues related to student judicial board cases as needed.
9. Coordinate with USNH General Counsel to evaluate criminal law court decisions for impact on university police department activities.
10. Supervise staff as assigned.
11. Represent college/university police at all proceedings related to criminal prosecutions.
12. Perform related duties as assigned.

Minimum Acceptable Qualifications:

1. *Juris Doctor* degree and three years of legal experience.
2. Communication skills, both oral and written.
3. Supervisory ability.
4. Membership in New Hampshire Bar Association.
5. Ability to research laws, court cases, and prepare briefs and memorandums.

Additional Desirable Qualifications:

1. Experience with cases related to higher education.
2. Knowledge of Cleary Act and Campus Crime Act.

6/25/01
System Approval

6/25/01
Effective Date

This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.

