

**EXECUTIVE DIRECTOR
WEST VIRGINIA PROSECUTING ATTORNEYS INSTITUTE**

Nature of Work: Under administrative direction, performs full performance level work in overseeing the Prosecuting Attorneys Institute. Serves under the direction of the executive council. Provides for special prosecuting attorneys to pursue a criminal matter in any county upon the request of a circuit court judge of that county and upon the approval of the executive council. Performs related work as required.

Examples of Work

- Establishes and implements general and specialized training programs for prosecuting attorneys and their professional staffs.
- Provides materials for prosecuting attorneys and their professional staffs, including legal research, technical assistance and technical and professional publications.
- Compiles and disseminate information on behalf of prosecuting attorneys and their professional staffs on current developments and changes in the law and the administration of criminal justice.
- Establishes and implements uniform reporting procedures for prosecuting attorneys and their professional staffs.
- Accept and expend funds, grants and gifts and accept services from any public or private source.
- Enters into agreements and contracts with public or private agencies or educational institutions.
- Identifies experts and other resources for use by prosecutors in criminal matters.
- Recommends to the Legislature or the supreme court of appeals of the State of Est Virginia on measures required, or procedural rules to be promulgated, to make uniform the processing of juvenile cases in the fifty-five counties of the state.
- Develops a written handbook for prosecutors and their assistants.
- Maintains an appointment list of names of all fifty-five prosecuting attorneys who wishes to serve as a special prosecuting attorney.

Knowledge, Skills and Abilities

- Knowledge of statues, court opinions, and Attorney General opinions.
- Knowledge of general law.
- Knowledge of the judicial procedure, especially in criminal law.
- Knowledge of the purpose and intent of Prosecuting Attorneys Services.
- Ability to communicate well with a wide variety of people, both orally and in writing.

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Knowledge, Skills and Abilities (cont'd)

Ability to analyze problems and formulate solutions for them.

Minimum Qualifications

SPECIAL REQUIREMENT Licensed to practice law in the State of
West Virginia.

Established: 10/19/95
Effective: 11/16/95