

NOTICE OF JOB OPENING FORM

Supervising elected official: Carol Crews

Fund Number: 1000

Department: 0416

Budget Line Item: 1112

Rate of pay: \$68,934 Annual Salary

Working hours: 40hours week

Job Title: Deputy Prosecuting Attorney

Job Description: Handles District court cases, Citizen Complaints and Petitions to Seal

Essential job functions: Prosecuting misdemeanor and traffic cases in District Court, prepares case files, making charging decisions on cases

Minimum requirements

Education: Juris Doctor and Licensed Attorney in Arkansas

Experience: \_\_\_\_\_

Skills and knowledge: \_\_\_\_\_

Other requirements: \_\_\_\_\_

Position posting date: April 16, 2024

Position closing date: May 3, 2024

Signature of supervising elected official: Carol Crews

Date: 4/16/24