



PELHAM POLICE DEPARTMENT

14 VILLAGE GREEN
PELHAM, NEW HAMPSHIRE 03076
Telephone (603) 635-2411 Fax (603) 635-6959

Chief of Police
JOSEPH A. ROARK

FULL TIME PROSECUTING ATTORNEY

TOWN OF PELHAM NH POLICE DEPARTMENT

The Pelham NH Police Department currently has an open position for Full Time Prosecuting Attorney.

Duties: Performs highly responsible and professional administrative work in planning and organizing the activities of the Prosecutor's office of the Pelham Police Department (PPD), in the preparation and presentation of cases in District Court, and researching legal authority and precedent to assist in the administration of the Police Department.

Works under the general supervision of the Chief of Police or his/her designee. Work is performed independently within established laws, policies, ethics and accepted procedures and regulations. Work is reviewed through the submission of reports, conferences, policy discussions and periodic evaluations by the Chief of Police or his/her designee.

Duties may include, but are not limited to, the following:

1. Prosecutes PPD cases in the Salem District Court, or other courts should a change of venue or similar situation arise, such as, misdemeanors, violations, some felonies and juvenile matters.
2. Appears in the Salem District Court or other court or tribunals as required for PPD proceedings including but not limited to trials, plea and sentence hearings, motion hearings, arraignments, bail review or revocation hearings, and juvenile and delinquency proceedings.
3. Appears before the New Hampshire Department of Motor Vehicles for Administrative License Suspension hearings representing the PPD.
4. Appears before the Grand Jury, if necessary, for presentation of any PPD cases.
5. Reviews all investigation materials in each criminal case to ensure that all witnesses have been interviewed, all evidence and documents have been collected and documented, and all necessary certified motor vehicle and criminal records have been obtained.
6. Ensures that all necessary witnesses are properly notified and available to appear at all scheduled court proceedings and that all the necessary evidence is available for the hearing.
7. Ensures criminal complaints are properly drafted and reviewed prior to filing with the Court.

8. Responds to requests for discovery made by defense counsel.
9. Prepares search warrants and extradition papers as required.
10. Researches, prepares, drafts, files and argues pretrial motions, objections, and memorandums of law.
11. Manages plea negotiations to conclusion.
12. Notifies all interested parties of final dispositions.
13. Provide any and all other necessary support to assist members of the PPD in the preparation and prosecution of all criminal matters.
14. Provide on-call assistance for legal advice in all criminal investigations, potentially during off-work and weekend hours.
15. Provides legal consultation, advice and direction to the Police Chief and Chief's administration.
16. Maintains valid New Hampshire law license in good standing; satisfies all continuing education requirements.
17. Maintains current knowledge of the applicable areas of law.

POSITION REQUIREMENTS:

Juris Doctor (JD) degree; State of New Hampshire law license; member in good standing of the NH Bar Association. One (1) to three (3) years of experience in criminal prosecution; three (3) to five (5) years of experience in criminal prosecution preferred. Valid driver's license.

TO APPLY:

Please submit a letter of interest and current resume' to: Captain Stephen Toom, 14 Village Green, Pelham, NH 03076

Salary will be based upon credentials and experience

Closing Date: May 31, 2015