

**DEPARTMENT:** Police

**JOB TITLE:** Prosecutor

**SALARY:** Non-Represented Personnel & Compensation Policy  
FY25: \$68,000 - \$99,700

**WORK SCHEDULE:** Assigned to a forty (40) hour workweek with additional hours required to attend meetings and hearings.

The Londonderry Police Department, a nationally accredited law enforcement agency, is seeking a dedicated and experienced individual to join our team as a Full-Time Police Prosecutor. The Police Prosecutor is responsible for preparing and presenting cases for prosecution while working closely with Department Personnel to review evidence, provide legal guidance, and advise the Chief of Police in matters pertaining to the application of New Hampshire RSAs. The Police Prosecutor is an administrative position, subject to the direction and control of the Legal and Professional Standards Captain. This position is a non-union represented salary position starting at \$95,000 with yearly cost of living increases and earned merit raises. Benefits include health and dental insurance, New Hampshire Retirement System, paid time off, short term disability, and 13 paid holidays.

**Position Responsibilities:**

- Maintain an effective liaison between the Derry District and Rockingham County Superior Courts and the Police Department
- Schedule and coordinate appearances of Police Department and other Town of Londonderry personnel before the Derry District, NH Department of Safety Bureau of Hearings, and Rockingham County Superior Courts where applicable
- Plan, direct, and control the appearance of witnesses and evidence in cases presented to Derry District Court, NH Department of Safety Bureau of Hearings, and Rockingham County Superior Courts.
- Research, prepare, and present the Police Department's cases before the Derry District Court in adult and juvenile prosecutions.
- Supervise and coordinate the attendance of all members of the Police Department and Town Government in court appearances.
- Review all criminal and juvenile cases prior to courtroom presentation for probable cause and effective case presentation.
- Meet with sworn police officers and witnesses in criminal and juvenile cases prior to courtroom presentation to discuss the facts and evidence in the case and prepare for an effective courtroom presentation.
- Consult with the Detectives Division on felony-level or highly sensitive cases to determine next steps and/or viability of the case.
- Act as the Police Legal Advisor to the Chief of Police in matters pertaining to the application of New Hampshire RSAs in the operation of the Police Department.
- Research and prepare legal updates for presentation to the Department in areas of criminal law, motor vehicle law, criminal procedure, and any other topic as assigned by the Chief of Police and Captain of Professional Standards.

**Qualifications:**

- Must be a practicing member of the New Hampshire Bar Association
- Possess a valid Driver's License in the state of one's residence
- Must have working knowledge of: Federal and state criminal and civil law, courtroom procedures and demeanor, and local ordinances and building and zoning codes.
- Pass an extensive background investigation, criminal history check, medical examination, and drug test. Interested candidates should submit an application, cover letter, and resume online at [www.Policeapp.com](http://www.Policeapp.com).

**Application Deadline:** July 12, 2024 @ 5:00 PM

**Application Process:** Interested candidates should submit an application, cover letter, and resume online at [www.Policeapp.com](http://www.Policeapp.com).

**Equal Opportunity Employer**

**Physical Activity Requirements**

<u><b>PRIMARY PHYSICAL REQUIREMENTS</b></u> Indicate how often task is required: Never, rarely, occasionally or frequently		<u><b>OTHER PHYSICAL CONSIDERATIONS</b></u> Indicate how often task is required: Never, rarely, occasionally or frequently			
LIFT up to 10 lbs:	Frequently	Twisting:	Frequently		
LIFT 11 to 25 lbs:	Frequently	Bending:	Frequently		
LIFT 26 to50 lbs:	Never	Crawling:	Never		
LIFT over 50 lbs:	Never	Squatting:	Never		
CARRY up to 10 lbs:	Frequently	Kneeling:	Never		
CARRY 11 to 25 lbs:	Frequently	Crouching:	Occasionally		
CARRY 26 to50 lbs:	Never	Climbing:	Never		
CARRY over 50 lbs:	Never	Balancing:	Never		
REACH above shoulder height:	Occasionally				
REACH at shoulder height:	Frequently	<u><b>WORK SURFACE(S)</b></u> Indicate "Yes" or "No"			
REACH below shoulder height:	Frequently	Counter tops and desks	Yes		
PUSH/PULL:	Frequently	Flooring (various types)	Yes		
<u><b>HAND MANIPULATION</b></u> Indicate how often task is required: Never, rarely, occasionally or frequently		Uneven surfaces	Yes		
Grasping:	Frequently	Sloped Surfaces	No		
Handling:	Frequently	Snow or icy surfaces	Yes		
Torqueing:	Never	Grass/Pavement	Yes		
Fingering:	Frequently	Vehicle Interiors	Yes		
<u><b>COGNITIVE AND SENSORY REQUIREMENTS</b></u> Indicate "required" or "not required"		<u><b>ENTER NUMBER OF HOURS</b></u> <u><b>DURING ONE WORK SHIFT</b></u>			
Speaking:	Required	Enter Number of <b>Consecutive</b> Hours		Enter Number of <b>Total</b> Hours	
Hearing:	Required	Sit	1	Sit	6
Seeing:	Required	Stand	.25	Stand	1
Tasting:	Not Required	Walk	.25	Walk	1
Smelling:	Not Required				
<u><b>EQUIPMENT:</b></u> List all equipment that may be used: General office equipment, telephones, computers, personal vehicle.					
<u><b>ENVIRONMENT:</b></u> Indicate percent – total should be 100%		Inside:	95	Outside:	5