

RULEBOOK ON INTERNAL ORGANISATIONAL AND JOB DESCRIPTIONS OF THE SPECIAL STATE PROSECUTOR'S OFFICE

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Date of last check: 15 January 2026

Pursuant to Article 152 paragraph 2 of the Law on Public Prosecutor's Office (Official Gazette of Montenegro 1/2015, 42/2015, 80/2017, 10/2018, 76/2020, 59/2021, 54/2024 and 92/2025) and Article 159b of the Law on Civil Servants and State Employees (Official Gazette of Montenegro 2/2018, 34/2019, 8/2021, 37/2022 and 82/2025), the Chief Special Prosecutor, with the consent of the Government of Montenegro No. 11-011/25-4462/3 as of 18 December 2025, adopted the

RULEBOOK ON INTERNAL ORGANISATION AND JOB DESCRIPTIONS OF THE SPECIAL STATE PROSECUTOR'S OFFICE¹

Article 1

Rulebook on Internal Organisation and Job Descriptions of the Special State Prosecutor's Office (hereinafter referred to as: the Rulebook) shall regulate the internal organisation and job descriptions of the Special State Prosecutor's Office and determine the organisational units and their scope of work, working positions and conditions for performing tasks, number of employees – civil servants as well as the description of tasks.

I.

INTERNAL ORGANISATION

Article 2

The following organisational units shall be established for the performance of tasks from the scope of work and competence of the Special State Prosecutor's Office:

- 1. Criminal Prosecution Division,**
- 2. Financial Investigations Division,**
- 3. Analytics and Research Division,**
- 4. International Cooperation Division,**
- 5. IT and Digital Evidence Professional Service,**
- 6. Cabinet of the Chief Special Prosecutor**
- 7. Public Relations Service**
- 8. Administrative, Technical and Accounting Service**
 - 8.1 Registry Office**

¹ Tu-S I-7 No 2/2025, 25 December 2025

Article 3

1. Criminal Prosecution Division

Criminal Prosecution Division performs affairs which refer to providing professional assistance to the Chief Special Prosecutor and special prosecutors and state prosecutors reassigned to the Special State Prosecutor's Office in preliminary investigations, investigation, cooperation with other authorities; developing draft acts; enter citizens` reports, briefs and statements into the records; performing other professional tasks in line with the law, independently or on the order and under the supervision of the competent prosecutor; carrying out certain evidentiary actions upon the authorisation of the Chief Special Prosecutor, special prosecutor or state prosecutor reassigned to the Special State Prosecutor's Office and performing other affairs as per the order of the superior..

2. Financial Investigations Division

Financial Investigations Division performs affairs significant for the work of the Special State Prosecutor's Office as follows: providing professional support to the Chief Special Prosecutor, special prosecutors and state prosecutors reassigned to the Special State Prosecutor's Office in financial preliminary investigations and investigations requiring accounting, financial, banking and tax expertise; identifying illicit assets acquired through the commission of a criminal offence and analysis of data for the purpose of determining the exact value of illicit assets; determining lawful income and the value of the actual assets of persons involved in financial preliminary investigations and investigations; processing and analysing information obtained during financial preliminary investigations and investigations; proposing measures for improving work on financial preliminary investigation and investigation cases and other affairs as per the order of the superior.

3. Analytics and Research Division

Analytics and Research Division performs affairs significant for the work of the Special State Prosecutor's Office as follows: collection, analysis and interpretation of statistical data required for the preparation of internal and external reports; drafting reports; analysis of materials obtained during the search of electronic devices and the decryption of communication applications, analysis of other relevant data sources and preparation of reports and written briefs based on the analyses conducted, maintaining up-to-date records of data collected, consolidating information obtained from various open sources and ensuring its accuracy and usability and other affairs as per the order of the superior.

4. International Cooperation Division

International Cooperation Division performs affairs which refer to providing professional assistance to the Chief Special Prosecutor and special prosecutors and state prosecutors reassigned to the Special State Prosecutor's Office in terms of cooperating with competent authorities and bodies of other countries and international organisations; developing draft acts; entering citizens` reports, briefs and statements into the records; performing other professional affairs provided for by law and other regulations, independently or under the supervision and upon instructions of the competent prosecutor; carrying out certain evidentiary actions upon the authorisation of the Chief Special Prosecutor, special prosecutor or state prosecutor reassigned to the Special State Prosecutor's Office; carrying out tasks within joint investigation teams established based on an international agreement for the purpose of criminal prosecution of criminal offences under the competence of the Special State Prosecutor's Office and other affairs as per the order of the superior.

5. IT and Digital Evidence Professional Service

IT and Digital Evidence Professional Service performs affairs which refer to the management and coordination of the work of the Service, implementation of forensic and security procedures, validation and analysis of digital evidence and traces, including data from open sources (OSINT) as well as affairs which refer to the protection of classified information and cryptographic security. Within this Service, affairs referring to database maintenance, development and maintenance of software applications and security infrastructure, decryption of data and communications as well as monitoring and analysis of system logs, development of internal modules for the purposes of digital forensics and statistics and providing information system user support are also performed. Other affairs as per the order of the superior are also performed within this Service.

6. Cabinet of the Chief Special Prosecutor

Cabinet of the Chief Special Prosecutor performs affairs which refer to the organisation and coordination of activities necessary for the effective exercise of the role of the Chief Special Prosecutor, including the preparation and submission of information, reports and other materials, responding to submissions and correspondence addressed to the Chief Special Prosecutor and preparing strategic plans and organising meetings and official trips, both national and international, coordination with national and international institutions, drafting cooperation protocols, keeping records of commitments of the Chief Special Prosecutor, managing requests for free access to information and keeping track of legislative amendments in the area of personal data protection. Furthermore, tasks also include the translation of business correspondence and professional materials, including simultaneous and consecutive interpretation during meetings as well as providing administrative support in connection with internal and external reporting. Cabinet also performs tasks which refer to the management of the website of the Special State Prosecutor's Office and ensures the accuracy and timeliness of published materials and news, as well as coordination of administrative tasks related to the mail of the Chief Special Prosecutor, telephone calls, typing/secretarial work and other tasks as per the order of the superior.

7. Public Relations Service

Public Relations Service performs affairs which refer to the timely, lawful and proper implementation of communication activities, setting communication priorities on a daily, weekly and monthly basis, implementing communication strategies and plans, preparing strategic and communication documents, organising and delivering public appearances and preparing information on the work of the Special State Prosecutor's Office, providing organisational and technical support for regular and extraordinary press conferences, maintaining daily communication with the public and media representatives, preparing content for the website of the Special State Prosecutor's Office, drafts press releases and other informational materials; monitors and analysing media coverage of the Prosecutor's Office and preparing daily and thematic reports, cooperation with national and international organisations in support of communication activities, supporting the organisation of public events and information campaigns and other tasks as per the order of the superior.

8. Administrative, Technical and Accounting Service

Administrative, Technical and Accounting Service performs affairs which refer to the management of human resources matters, administrative processing and support related to employment relationships, preparation of documentation for the calculation of salaries and other employee benefits as well as monitoring and updating personnel records. In addition, the Service performs computer text processing of official correspondence and other documents for the needs of the Special State Prosecutor's Office, including transcription of audio and video recordings as well as administrative processing of case files, preparation for dispatch, copying and certification of documents. Service also prepares case files for submission to the registry clerk and organises case files to ensure compliance with prescribed

standards and controls the orderliness, accuracy and correctness of data and documents during processing. Other affairs as per the order of the superior are also performed within this Service

8.1. Registry Office

Registry Office, as a more narrow internal organisational unit within the Administrative, Technical and Accounting Service, performs affairs which refer to the receipt, processing, record-keeping and archiving of correspondence and case files of the Special State Prosecutor's Office, carries out complete administrative processing of cases through registers, directories, special types of records and the IBM Case Manager system, with prompt recording of every change and monitoring of deadlines, the circulation of correspondence is organised, classified and distributed to the competent units, orderly service and dispatch of decisions is ensured and communication with other public authorities and parties is maintained. In addition, the Registry Office performs tasks which refer to the archiving of completed cases, keeping the archive registry, extraction of the archive documents and managing the prosecution's deposit. The Registry Office also performs tasks which refer to the management of stamps and embossed seals, enabling access to case files, preparing work reports and other administrative-technical tasks as per the order of the superior, in line with existing regulations and internal procedures.

Affairs pertaining to the Secretary General of the Special State Prosecutor's Office shall be performed outside the organisational units.

Article 4

Terms used in this Law for individuals in the masculine gender shall equally refer to the same terms in the feminine gender.

II.

JOB DESCRIPTIONS

Article 5

For the purposes of performing affairs from the scope of work of the Special Public Prosecutor's Office, in addition to the Chief Special Prosecutor and twenty special prosecutors, civil servant positions are determined for 93 persons as follows:

Number	Name of the position and conditions	Number of employees	Job Description
1	<p style="text-align: center;">Secretary General</p> <ul style="list-style-type: none"> - VII1 level of qualification of education, - Faculty of Law, - passed bar exam, - at least five years of working experience, - computer literacy 	1	<p><i>Assists the Chief Public Prosecutor in the affairs of prosecutorial administration; develops rulebooks on internal organisation and job description; performs the compliance of internal acts with the regulations in the area of labour relations; adopts general and individual acts on exercising rights from labour relations; participates in human resource planning and initiates the public vacancy procedure; ensures timely and continuous cooperation with the Human Resource Management Authority; organizes and carries out the inventory of assets within the Special Prosecutor's Office; performs affairs of the integrity manager in line with the Integrity Plan; in line with the regulations relating to the secrecy of data performs protection of the secrecy of data and regular internal controls of the implementation of protection measures of secret data in the Special State Prosecutor's Office; monitors regulations and recommendations relevant to the organisation of work and proposes their implementation; participates in the preparation of the work plan of the Special State Prosecutor's Office and performs other affairs as per the order of the superior,</i></p>

1. CRIMINAL PROSECUTION DIVISION

2-16	<p>Advisor</p> <ul style="list-style-type: none"> - VII1 level of qualification of education, - Faculty of Law, - passed bar exam, - at least five years of working experience, - computer literacy 	15	<p><i>Assists the Chief Special Prosecutor, special prosecutors and state prosecutors reassigned to the Special State Prosecutor's Office in work related to preliminary investigation, investigation, cooperation with other authorities; drafts acts; drafts minutes of charges, applications and statements of citizens; performs other professional affairs prescribed by law and other regulations independently or under the supervision and as per instructions of the special prosecutor and state prosecutor reassigned to the Special State prosecutor's Office; upon the authority of the Chief Special Prosecutor, special prosecutor and state prosecutor reassigned to the Special State Prosecutor's Office he can perform certain evidence gathering affairs; performs other affairs as per the order of the superior.</i></p>
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2. FINANCIAL INVESTIGATIONS DIVISION

17-30	<p>Independent Advisor I - financial analyst</p> <ul style="list-style-type: none"> - at least VI level of education qualification, - faculty in the area of social sciences - economics, - at least five years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	14	<p><i>Provides expert assistance to the Chief Special Prosecutor, special prosecutors and state prosecutors reassigned to the Special State Prosecutor's Office in financial preliminary investigations and investigations requiring accounting, financial, banking and tax expertise; participates in identifying illicit assets acquired through the commission of a criminal offence and analysis of data for the purpose of determining the exact value of illicit assets; participates in determining lawful income and the value of the actual assets of persons involved in financial preliminary investigations and investigations; performs processing and analysis of information obtained during financial preliminary investigations and investigations; proposes measures for improving work on these cases and other affairs as per the order of the superior.</i></p>
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31-32	<p style="text-align: center;">Independent Advisor II - financial analyst</p> <ul style="list-style-type: none"> - at least VI level of education qualification, - faculty in the area of social sciences - economics, - at least three years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	2	<p><i>Provides expert assistance to the Chief Special Prosecutor, special prosecutors and state prosecutors reassigned to the Special State Prosecutor's Office in financial preliminary investigations and investigations requiring accounting, financial, banking and tax expertise; participates in identifying illicit assets acquired through the commission of a criminal offence and analysis of data for the purpose of determining the exact value of illicit assets; participates in determining lawful income and the value of the actual assets of persons involved in financial preliminary investigations and investigations; performs processing and analysis of information obtained during financial preliminary investigations and investigations; proposes measures for improving work on these cases and other affairs as per the order of the superior.</i></p>
3. ANALYTICS AND RESEARCH DIVISION			
33-34	<p style="text-align: center;">Independent Advisor I - Analyst</p> <ul style="list-style-type: none"> - at least VI level of education qualification, - faculty of social or human sciences; - at least five years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	2	<p><i>Collects, analyzes and interprets statistical data required for the preparation of internal and external reports, drafts reports, analyzes materials obtained during the search of electronic devices and the decryption of communication applications, analyzes other relevant data sources and prepares reports and written briefs based on the analyses conducted, maintains up-to-date records of data collected, consolidates information obtained from various sources and ensures its accuracy and usability and performs other affairs as per the order of the superior.</i></p>

35-36	<p style="text-align: center;">Independent Advisor II - Analyst</p> <ul style="list-style-type: none"> - at least VI level of education qualification, - faculty of social or human sciences; - at least three years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	2	<p><i>Collects, analyzes and interprets statistical data required for the preparation of internal and external reports, drafts reports, analyzes materials obtained during the search of electronic devices and the decryption of communication applications, analyzes other relevant data sources and prepares reports and written briefs based on the analyses conducted, maintains up-to-date records of data collected, consolidates information obtained from various sources and ensures its accuracy and usability and performs other affairs as per the order of the superior</i></p>
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4. INTERNATIONAL COOPERATION DIVISION

37-41	<p style="text-align: center;">Advisor</p> <ul style="list-style-type: none"> - VII1 level of education qualification, - Faculty of Law, - passed bar exam, - at least five years of working experience, - English language knowledge - B2 level, - computer literacy. 	5	<p><i>Assists special prosecutors and state prosecutors reassigned to the Special State Prosecutor's Office in work related to cooperation with competent authorities of other states in cases of mutual legal assistance in criminal matters; develops draft acts; drafts minutes of charges, applications and statements of citizens; independently or under the supervision and per instructions of a special prosecutor or state prosecutor reassigned to the Special State Prosecutor's Office performs other professional affairs prescribed by Law and other regulations; in line with the authority of the Chief Special Prosecutor, special prosecutor or state prosecutor reassigned to the Special State Prosecutor's Office he can perform certain evidentiary actions, as well as affairs in a joint investigation team established on the basis of an international agreement for the purpose of criminal prosecution of criminal offences under the competence of the Special State Prosecutor's Office; performs other affairs as per the order of the superior.</i></p>
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5. IT AND DIGITAL EVIDENCE PROFESSIONAL SERVICE

42	<p style="text-align: center;">Head of Service</p> <ul style="list-style-type: none"> - at least VI level of educational qualification; - faculty in area of the technical, technological science, electronics, telecommunications and computers or natural sciences - mathematics and computer sciences, - at least five years of working experience, - passed professional examination for working in state authorities. 	1	<p><i>Manages and coordinates the work of the Service; creates and supervises the implementation of forensic and security procedures; responsible for the protection of classified information and conducting the most sensitive digital investigations; manages access to databases of public and international institutions; oversees application development and the analysis of digital traces; performs other tasks as per the order of the superior.</i></p>
43-44	<p>Independent Advisor I - digital forensics and security expert</p> <ul style="list-style-type: none"> - at least the VI level of education qualification; - faculty in area of the technical, technological science, electronics, telecommunications and computers or natural sciences - mathematics and computer sciences, - at least five years of working experience, - passed professional examination for working in state authorities. 	2	<p><i>Validates digital evidence, manages security systems, provides support to the information system users, performs audio/video processing, maintains equipment and applies international forensic standards and performs other tasks as per the order of the superior.</i></p>

45-49	<p style="text-align: center;">Independent Advisor I - IT Analyst</p> <ul style="list-style-type: none"> - at least the VI level of educational qualification; - faculty in area of the technical, technological science, electronics, telecommunications and computers or natural sciences - mathematics and computer sciences, - at least five years of working experience, - passed professional examination for working in state authorities. 	5	<p><i>Analyses digital evidence and OSINT data; uses specialised tools to identify traces in the electronic environment; cooperates with national and international partners in processing confidential information; develops internal software modules to support digital forensics and statistics; provides cryptographic protection and maintains network and system infrastructure; designs and maintains secure network and system architectures and performs other tasks as per the order of the superior.</i></p>
50	<p style="text-align: center;">Advisor III- IT Analyst</p> <ul style="list-style-type: none"> - at least VI level of educational qualification; - faculty in area of the technical, technological science, electronics, telecommunications and computers or natural sciences - mathematics and computer sciences, - at least one year of working experience, - passed professional examination for working in state authorities. 	1	<p><i>Performs information technology tasks in cases requiring specialised expertise in the above-mentioned fields; manages databases and record-keeping automation systems; prepares expert reports and supports the work of the Prosecutor's Office in cases classified as confidential and performs other tasks as per the order of the superior.</i></p>

5. CABINET OF THE CHIEF SPECIAL PROSECUTOR

<p align="center">51</p>	<p align="center">Head of Cabinet</p> <ul style="list-style-type: none"> - VII1 level of education qualification; - Faculty of Law, - passed bar exam, - at least five years of working experience, English language knowledge - C1 level, - computer literacy. 	<p align="center">1</p>	<p><i>Manages the work of the Cabinet of the Chief Special Prosecutor and coordinates all activities related to the effective exercise of the role of the Chief Special Prosecutor; is responsible for reviewing and responding to submissions and correspondence addressed to the Chief Special Prosecutor and ensures the execution of all of his instructions; assists the Chief Special Prosecutor in the strategic planning process; cooperates with competent national and international institutions; takes care of the protocol obligations of the Chief Special Prosecutor and organises all meetings and official trips, both national and abroad; coordinates the organisation of study visits of the Chief Special Prosecutor' and performs all other tasks within the competence of the Special State Prosecutor's Office as per the order of the Chief Special Prosecutor.</i></p>
<p align="center">52</p>	<p align="center">Independent Advisor I</p> <ul style="list-style-type: none"> - at least VI 1 level of education qualification; - faculty in area of social sciences - law, - at least five years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	<p align="center">1</p>	<p><i>Prepares information, reports and other material for the needs of the Chief Special Prosecutor and the Head of Cabinet; keeps records of the obligations of the Chief Special Prosecutor'; drafts cooperation protocols and participates in communication with competent national institutions for the purpose of the effective exercise of the competences of the Special State Prosecutor's Office; conducts administrative proceedings in relation to requests for free access to information and performs other tasks in line with the needs of the Cabinet of the Chief Special Prosecutor and as per the order of the superior.</i></p>

53	<p style="text-align: center;">Independent Advisor I - Interpreter</p> <ul style="list-style-type: none"> - at least VI level of education qualification; - Faculty of Human Sciences - English Language and Literature, - at least five years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	1	<p>Translates business correspondence, professional material, adopted decisions and official acts from English into Montenegrin and from Montenegrin into English for the needs of the Special State Prosecutor's Office; provides simultaneous and consecutive interpretation during meetings and other activities related to the work of the Special State Prosecutor's Office; ensures accuracy and precision in translation, including adapting the language to the specifics of legal and technical terminology; performs other tasks in line with the needs of the Cabinet of the Chief Special Prosecutor and as per the order of the superior.</p>
54	<p style="text-align: center;">Senior Advisor III - for Free Access to Information</p> <ul style="list-style-type: none"> - at least VI level of education qualification; - faculty in the area of social sciences - law, - at least two years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	1	<p>Performs tasks in line with the Law on Free Access to Information, including processing and managing requests for free access to information; monitors regulations and legislative amendments in the field of personal data protection and ensures compliance with applicable legislation in all activities of the Special State Prosecutor's Office involving personal data; edits and maintains the website of the Special State Prosecutor's Office, manages its content and ensures the accuracy and timeliness of published materials and news; supports communication with the public and responds to inquiries relating to free access to information and performs other tasks as per the order of the superior which can involve administrative support and coordination related to internal and external reporting.</p>
55	<p style="text-align: center;">Independent Clerk - administrative and technical secretary at the Cabinet</p> <ul style="list-style-type: none"> - IV1 level of education qualification; - at least three years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	1	<p>Performs administrative and technical tasks relating to the receipt, sorting and registration of mail addressed to the Chief Special Prosecutor, as well as maintaining the registries of prosecutorial administration; registers parties for appointments with the Chief Special Prosecutor; receives and forwards telephone calls and other notifications; keeps records of the obligations and meetings of the Chief Special Prosecutor and the Head of Cabinet; performs typing duties as well as tasks relating to the receipt and sending of faxes and performs other tasks as per the order of the superior.</p>

7. PUBLIC RELATIONS SERVICE

56	<p style="text-align: center;">Head of Service</p> <ul style="list-style-type: none">- at least VI level of education qualification,- faculty of social or human sciences;- at least five years of working experience,- passed professional examination for working in state authorities.- computer literacy,- English language knowledge - B2 level.	1	<p><i>Manages the work of the Public Relations Service; organises and supervises its activities and is responsible for the timely and proper performance of duties; assigns tasks to staff; sets communication priorities on a daily, weekly and monthly basis in line with the objectives of the Special State Prosecutor's Office; implements communication strategies and plans; directly participates in the preparation of strategic communication documents; prepares the Chief Special Prosecutor's public appearances; prepares public information relating to the work of the Special State Prosecutor's Office; organises regular and extraordinary press conferences; cooperates with relevant institutions and organisations to support the communication activities of the Special State Prosecutor's Office; monitors the implementation of projects and provides communication support for their execution and performs other tasks as per the order of the superior.</i></p>
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<p>57-58</p>	<p>Independent Advisor I for Public Relations</p> <ul style="list-style-type: none"> - at least VI level of education qualification; - faculty in the area of social or human science, - at least five years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	<p>2</p>	<p><i>Carries out day-to-day communication with the public and the media; prepares press releases and other informational materials; organises and provides technical support for press conferences and the Chief Special Prosecutor's public appearances; analyses media coverage of the Prosecutor's Office and prepares daily and thematic reports; supports the organisation of public events and information campaigns and performs other tasks as per the order of the superior.</i></p>
<p>59</p>	<p>Independent Advisor II for Public Relations</p> <ul style="list-style-type: none"> - at least VI level of education qualification; - faculty in the area of social or human science, - at least three years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	<p>1</p>	<p><i>Carries out day-to-day communication with the public and the media; prepares content for publication on the website of the Special State Prosecutor's Office; prepares press releases and other informational materials; organises and provides technical support for press conferences and the Chief Special Prosecutor's public appearances; analyses media coverage of the Prosecutor's Office and prepares daily and thematic reports and performs other tasks as per the order of the superior.</i></p>

8. ADMINISTRATIVE, TECHNICAL AND ACCOUNTING SERVICE

60	<p style="text-align: center;">Independent Advisor I</p> <ul style="list-style-type: none"> - at least VI level of education qualification, - faculty of social sciences - law, - at least five years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	1	<p><i>Performs tasks related to human resources management and administrative support; cooperates with the Human Resources Administration in terms of announcing public and internal vacancies and organising training and professional development; prepares drafts of decisions on the rights and obligations of civil servants and employees arising from employment; prepares drafts of employee performance appraisal decisions; registers and deregisters employees with the competent funds; creates, maintains and updates personnel files; maintains the central HR register; participates in the preparation of the Human Resource Plan and prepares reports and information in the area of employment relations; prepares documents required for the calculation of salaries, allowances and other employee benefits; performs other tasks as per the order of the superior.</i></p>
61-83	<p style="text-align: center;">Independent Clerk - Typist - Operator</p> <ul style="list-style-type: none"> - IV1 level of education qualification, - at least three years of working experience, - typewriting knowledge, - computer literacy, - passed professional examination for working in state authorities. 	23	<p><i>Performs computer text processing of decisions, documents, orders, invitations, etc. for the needs of special prosecutors and state prosecutors reassigned to the Special State Prosecutor's Office; transcribes texts from audio and video recordings, performs administrative and technical affairs regarding case file processing; sorts cases for dispatch; writes invitations and delivery notes and delivers them for dispatch; copies case files and certification of transcripts, compares transcripts with the source, sorts case files before handing them over to the registry clerk and organizes them in line with the existing standards; controls the orderliness and accuracy of documents during processing and undertakes corrective measures in case of irregularities; performs other affairs as per the order of the superior.</i></p>

8.1. Registry Office

84	<p>Independent Advisor I – Head of Registry Office</p> <ul style="list-style-type: none"> - at least VI level of education qualification; - faculty in the area of social sciences - law, - at least five years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	1	<p>Organizes and monitors the work of the Registry Office at the Special State Prosecutor's Office: ensures accurate and timely flow of all documents and files, ensures the up-to-date keeping of registers, directories and other official records; keeps registries of records of the prosecution office; keeps records in accordance with existing regulations and internal procedures; ensures the admission of parties for the purpose of inspecting and copying official case files; manages all types of stamps and embossed seals used in the registry office; processes the Prosecutor's Office work reports and monitors deadlines relating to the movement of case files; ensures the timely and orderly submission of case files to special prosecutors and state prosecutors reassigned to the Special State Prosecutor's Office, as well as their proper organisation and dispatch; ensures the proper functioning of the delivery service and performs other tasks as per the order of the superior.</p>
85-87	<p>Independent Clerk for Mail Receipt and Delivery</p> <ul style="list-style-type: none"> - IV1 level of education qualification; - at least three years of working experience, - Category B driver's licence, - passed professional examination for working in state authorities. 	3	<p>Receives all correspondence addressed to the Special State Prosecutor's Office, by mail or in person, and records incoming documents in the incoming mail register and formally registers them; classifies correspondence by urgency and content and distributes it to the competent organisational units; ensures the dispatch of mail and parcels to other state bodies and prosecutor's offices through the dispatch register; performs internal delivery of mail within the Prosecutor's Office, as well as courier duties including submitting correspondence at the post office, delivering case files to state bodies and delivering summonses to attorneys; maintains records of deadlines in cases and of delivery notes and prepares reports; and, as necessary, performs driver duties and other administrative-technical tasks as per the order of the superior.</p>

88-92	<p>Independent Clerk - Recording Clerk</p> <ul style="list-style-type: none"> - IV1 level of education qualification; - at least three years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	5	<p><i>Keeps directories, registers and other records and drafts reports thereof; performs entire administrative case processing in the working area he covers; receives documents and applications; records each change or movement of the prosecutorial case according to regulations; keeps special types of records and monitors deadlines in terms of case flow; performs tasks relating to the dispatch of decisions and the preparation of correspondence for dispatch; works as a computer operator and enters the necessary data into the IBM Case Manager system; performs other tasks as per the order of the superior.</i></p>
93	<p>Independent Clerk - Archivist</p> <ul style="list-style-type: none"> - IV1 level of education qualification; - at least three years of working experience, - computer literacy, - passed professional examination for working in state authorities. 	1	<p><i>Performs the archiving of closed cases in line with existing regulations and archival criteria; keeps the Prosecutor's Office archive and keeps the archival register ensuring the accuracy and timeliness of all records; performs affairs of preparing the extraction of the archive documents, including separating files in accordance with category lists and keeping the relevant records of archived cases; ensures the issuing of archived files for inspection and the proper storage of documents permanently kept by the Prosecutor's Office; maintains records of archived case files; keeps the prosecution's deposit; performs other tasks as per the order of the superior.</i></p>

III.

TRANSITIONAL AND FINAL PROVISIONS

Article 6

Assignment of civil servants in line with the provisions of this Rulebook shall be performed within 30 days from the day of its entry into force.

Article 7

On the day of entry into force of the present Rulebook, the Rulebook on Internal Organisation and Job Description of the Special State Prosecutor's Office (Tu-S I-7 2/2022 as of 1 August 2022 shall be repealed.

Article 8

This Rulebook shall enter into force on the eight day from the day of publishing on the bulletin board of the Special State Prosecutor's Office following the approval of the Government of Montenegro.

PROSECUTOR

CHIEF

SPECIAL

Vladimir Novovic

Tu S I-7 br. 2/2025
Podgorica, 25 December 2025

Table overview of the positions with the number of employees

Number	Position	No. of employees
1.	Secretary General	1
Criminal Prosecution Division		
2-16	Advisor	15
Financial Investigations Division		
17.-30	Independent Advisor I - Financial Analyst	14
31.-32	Independent Advisor II - Financial Analyst	2
Analytics And Research Division		
33.-34	Independent Advisor I - Analyst	2
35.-36	Independent Advisor II - Analyst	2
International Cooperation Division		
37.-41	Advisor	5
IT and Digital Evidence Professional Service		
42.	Head of Service	1
43.-44	Independent Advisor I - Digital Forensics and Security Expert	2
45.-49	Independent Advisor I - IT Analyst	5
50	Advisor III- IT Analyst	1
Cabinet of the Chief Special Prosecutor		
51.	Head of Cabinet	1
52	Independent Advisor I	1
53	Independent Advisor I - Interpreter	1
	Senior Advisor III - Free	

54	Access to Information	1
55	Independent Clerk - Administrative and Technical Secretary at the Cabinet	1
Public Relations Service		
56.	Head of Service	1
57.-58	Independent Advisor I for Public Relations	2
59	Independent Advisor II for Public Relations	1
Administrative, Technical and Accounting Service		
60.	Independent Advisor I	1
61.-83	Independent Clerk - Typist - Operator	23
Registry Office.		
84.	Independent Advisor I – Head of Registry Office	1
85.-87	Independent Clerk for Data Processing and Analytics	3
88.-92	Independent Clerk - Recording Clerk	5
93	Independent Clerk - Archivist	1

Statement of Reasons

Rulebook on Internal Organisation and Job Description of the Special State Prosecutor's Office (hereinafter : the Rulebook) has been drafted in accordance with the Law on State Prosecution Service (Official Gazette of Montenegro 11/2015, 42/2015, 80/2017, 10/2018, 76/2020 59/2021, 54/2024 and 92/2025), Law on Special State Prosecutor's Office (Official Gazette of Montenegro 10/2015, 53/2016 and 54/2024), Law on Public Administration (Official Gazette of Montenegro 78/2018, 70/2021 and 52/2022), Law on Civil Servants and State Employees (Official Gazette of Montenegro 2/2018, 34/2019, 8/2021, 37/2022 and 82/2025), Decision on the Number of State Prosecutors (Official Gazette of Montenegro 21/15, 13/18, 7/2023 and 104/2023 and 103/25), Media Relations Guidelines of the Supreme State Prosecutor's Office, Tu No. 153/24 of 23 September 2024, Decree on the Criteria for Internal Organisation and Job Description of Posts in the public administration bodies (Official Gazette of Montenegro 13/2019, 109/2023 and 97/2025), Decree on the Criteria for the Classification of Job Positions of Civil Servants based on the Degrees and Categories (Official Gazette of Montenegro 12/2013), Rulebook on Internal Operations of the State Prosecution Service (Official Gazette of Montenegro 6/16, 29/17, 68/22 and 107/2024) and the Rulebook on the Framework Criteria for Determining the Necessary Number of Public Prosecutors and Civil Servants and State Employees within a Prosecutor's Office (Official Gazette of Montenegro No. 17/2015, 68/22, 111/23 and 53/25).

Concerning the previous Rulebook, in line with the Law on Amendments to the Law on Civil Servants and State Employees, amendments have been made in terms of the level, profession and condition for the performance of work, particularly regarding the required level of education qualification and required work experience for certain positions.

The total number of employees has been increased from 60 to 93.

In order to allocate human resources more rationally and improve work efficiency,

reorganisation of job positions within the existing divisions, services and the Cabinet has been carried out, in line with the identified operational needs. Changes include the reallocation and redefinition of certain titles within organisational units, without establishing new divisions, while forming a new service. Certain positions have been abolished while others have been systematised in a manner that corresponds to actual functional needs and amendments to relevant regulations.

Pursuant to Article 135 paragraph 4 of the Law on the State Prosecutor's Office and the Media Relations Guidelines of the Supreme State Prosecutor's Office of 23 September 2024, Public Relations Service has been established as a new organisational unit. Following positions have been envisaged within this Service: Head of Service (1 employee), Independent Advisor I for Public Relations (2 employees) and Independent Advisor II for Public Relations (1 employee).

Pursuant to Article 18 of the Rulebook on Amendments to the Rulebook on Framework Criteria for Determining the Necessary Number of Public Prosecutors and Civil Servants and State Employees within a Prosecutor's Office (Official Gazette of Montenegro 17/15, 68/22, 111/23 and 53/25) the number of advisors in the Special State Prosecutor's Office is equal to the number of state prosecutors. Article 19 paragraph 1 of the same Rulebook provides that the number of typists in the Special State Prosecutor's Office shall be determined according to the number of state prosecutors, increased by three. In terms of the Decision on the Number of State Prosecutors ("Official Gazette of Montenegro" 21/2015, 13/2018, 7/2023, 103/2023 and 104/2025), which provides that the Chief Special Prosecutor and 20 special prosecutors operate at the Special State Prosecutor's Office, the new Rulebook provides for an increase in the number of posts for the position Independent Clerk-Typist-Operator by 10 (total of 23). These positions are systematised within the Administrative, Technical and Accounting Service. In addition, the number of posts for the position of an advisor has been increased by nine (total of 20) 15 of which are allocated to the Criminal Prosecution Division and 5 to the International Cooperation Division.

Given the increasing importance of financial investigations and asset confiscation proceedings, already recognised by the previous Rulebook, the new Rulebook provides for a further increase in the number of posts in the for the position of an economic independent advisor, from 14 to 16. These positions are systematised within the Financial Investigations Division, namely 14 posts for the position of Independent Advisor I and two posts for the position of Independent Advisor II. In this manner, a greater number of economic advisors is ensured to provide expert support to prosecutors in the Special State Prosecutor's Office, which significantly contributes to achieving one of the priority objectives—effective conduct and finalization of financial investigations. Within the same title, detailed job description has also been specified, whereby the former title "professional associate" has been replaced with "financial analyst", in order to define more clearly the duties and tasks of Independent Advisors I assigned to this position.

Within the Cabinet of the Chief Special Prosecutor, a partial reorganisation has been carried out, without changing the overall number of employees. Establishment of the Public Relations Service had discontinued the position of Independent Adviser I – Public Relations within the Cabinet. In order to improve work efficiency, a new position of Independent Clerk - Administrative Technician has been systematised, and, instead of the position Senior Advisor III – Free Access to Information, the position Independent Advisor III – Free Access to Information has been introduced.

Given the challenges in combating organised crime, high-level corruption and money laundering, the need for additional strengthening of IT capacities has been recognised. Decryption of communication applications and forensic processing of electronic devices are key tools in detecting and prosecuting the most serious criminal offences. In view of the volume and complexity of digital evidence, amendments have been made to the number of posts, levels, titles and job descriptions within the IT and Digital Evidence Professional Service. The

Service now comprises of: a Head of Service (1), Independent Advisor I – Digital Forensics and Security Expert (2), Independent Advisor I – IT Analyst (5) and Advisor III – IT Analyst (1). These changes provide an expert and functional basis for further development of digital capacities and even more effective handling of cases involving digital evidence.

In order to ensure more efficient processing and analysis of data obtained through the search of electronic devices, open-source research and the decryption of communication applications and to enable systematic collection, analysis and interpretation of statistical data required for internal and external reporting, the Analytics and Research Division has systematised two positions of Independent Advisor I – Analyst and two positions of Independent Advisor II – Analyst. Key task of these employees will be to process large volumes of data from the above-mentioned sources in order to enhance investigative and prosecutorial activities in complex cases and to support performance monitoring and reporting on the results of the Special State Prosecutor's Office at both national and international level.

Within the Administrative, Technical and Accounting Service, as well as the Registry Office, detailed job descriptions for the titles of Independent Advisor I and Independent Clerk have been amended in order to define more precisely specific duties of employees.

Finally, adoption of the new Rulebook represents a necessary step in the modernisation and alignment of the human resource structure of the Special State Prosecutor's Office, through a more precise definition of the number of posts, titles and job descriptions. This creates better conditions for a decisive and effective fight against criminal offences within the competence of this Prosecutor's Office. Simultaneously, this directly meets the obligations from the closing benchmarks of the Action Plan for Negotiation Chapter 24 and contributes to achieving more measurable results under Chapters 23 and 24 within Montenegro's accession process to the European Union as well as strengthening the rule of law based on the principle of the rule of law.

Organisational Scheme of the Special State Prosecutor's Office

