

ASSISTANT CITY PROSECUTOR I

JOB DESCRIPTION

Classification Responsibilities: An Assistant City Prosecutor I performs entry-level, professional legal work in the preparation and prosecution of cases in municipal court. An attorney in this class is given an extensive orientation in criminal prosecution activities and the various components of the criminal justice system. Responsibilities include: negotiating cases and plea agreements; conducting trials; presenting motions, pleadings, and arguments in court; and interviewing witnesses, Police Officers, victims, attorneys, etc. This class is also responsible for performing related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished from the next higher-level classification, Assistant City Prosecutor II, by the latter's increased responsibilities and greater degree of legal and administrative knowledge and expertise. Employees in this class may progress by noncompetitive promotion to Assistant City Prosecutor II upon meeting the specific criteria-based promotion requirements. This class is supervised by an Assistant City Prosecutor III, the Chief Assistant City Prosecutor or the City Prosecutor who reviews work closely during initial training; however, incumbents may receive functional supervision from an Assistant City Prosecutor II or an Assistant City Prosecutor III on a special project basis. However, incumbents are eventually expected to handle trial work independently and under more general supervision. This class is FLSA exempt-professional. (Part-time employees in this class are FLSA nonexempt).

QUALIFICATIONS

Minimum Qualifications Required. Graduation from a school of law, accredited by the American Bar Association, with a Juris Doctor Degree.

Special Requirements. Active membership in the Arizona State Bar Association required by hire date. For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Some (6 months - 1 year) experience in the practice of law, including trial work, as a legal intern, law clerk, or practicing attorney is preferred.

ESSENTIAL FUNCTIONS

Communication: Communicates with clients, defense attorneys, other City employees, and the general public in a face-to-face, one-to-one setting, and by telephone, to negotiate cases and plea agreements, conduct trials, present arguments in court, and interview witnesses, Police Officers, victims, attorneys, etc. Instructs others in staff meetings regarding law and procedure. Produces written documents, such as motions, pleadings, arguments, etc., in order to present cases in court.

Manual/Physical: Reads and reviews materials regarding assigned cases for pretrial negotiations, discovery, witnesses, etc. Reviews pertinent decisions, policies, regulations, and other legal matters pertaining to assigned cases.

Mental: Analyzes case facts in order to make recommendations in a written report format regarding sufficiency of evidence, filing proper charges, and filing proper sentence upon conviction. Makes judgments based on evidence regarding charges, witnesses, proper arguments, plea negotiations, and trial strategies. Comprehends and makes inferences from written material and files in order to evaluate cases for trial. Prioritizes own work (i.e., prepare cases on time, respond to discovery requests, etc.). Reviews or checks the work products of others to ensure conformance to standards by determining if all documents are in files and are properly disclosed to defendants. Learns job-related material through verbal instruction and observation in an on-the-job training setting and through structured lecture and reading in a classroom setting regarding prosecutor training, pretrials, trial hearings, and case preparation.

Knowledge and Abilities:

Knowledge of:

the principles of civil and criminal law, rules of criminal procedure, and rules of evidence; and the procedures and practices followed by police departments.

Ability to:

analyze, appraise, and organize facts;
present and argue cases in court and handle anticipated problems effectively;
assist the Police Department in gathering and presenting evidence, filing charges, and other legal matters;
attend pretrial disposition conferences;
appear in court against the accused and present evidence before a judge or jury; and
establish and maintain effective working relationships with management, coworkers, court officials, City officials, and the general public.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 5/15

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CS4701.DOC	(Full-time)	PAY GRADE: 54
CS4736	(Part-time)	PAY GRADE: 54
CS5301	(Grant-funded)	PAY GRADE: 54
CS5309	(Part-time Non-benefited)	PAY GRADE: 54

EEO-Prof

NDOT SAFETY-No	SECURITY-No
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NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8820

JOB FCTN-LEG

SWORN-No

INCREMENTS 62-200