

## CITY PROSECUTOR

### JOB DESCRIPTION

**Classification Responsibilities:** The City Prosecutor is responsible for supervising and participating in the prosecution of cases within the jurisdiction of the City Court; and for presenting or supervising all appeals in Superior Court, special actions, and mental competency hearings pursuant to Rule 11, Rules of Criminal Procedure. The City Prosecutor also directs the administrative operations of the Prosecutor's Office which includes: participating in budget preparation and administration; preparing cost estimates for budget recommendations; assisting in the development and implementation of policies and procedures; participating in the selection and evaluation of staff; and planning, organizing, and overseeing the work of other prosecutors with a commitment to quality and continuous improvement. Encourages teamwork and involvement while creating opportunities for learning and job growth. This position represents the City Attorney's Office and is involved in policy making and legal interpretations for the office; and works closely with the Mesa City Court and the Police Department. Reviews proposed legislation affecting criminal prosecution. Work is performed independently within the limits of general policies of the City and established standards and practices of the legal profession. This class is responsible for performing related duties as required.

**Distinguishing Features:** This classification has been designated as a non-classified, non-merit system, at-will position. The City Prosecutor receives limited and informal supervision from the City Attorney. This position differs from the Chief Assistant City Prosecutor by the former's full supervisory and budgetary authority and advanced professional legal skills. This class is FLSA exempt-executive.

### QUALIFICATIONS

**Minimum Qualifications Required.** Graduation from a school of law accredited by the American Bar Association with a Juris Doctor's Degree, and at least five years of progressively responsible experience in the practice of law, preferably including three years of demonstrated experience and training in supervising other lawyers.

**Special Requirements.** Admission to the State Bar of Arizona. 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 Qualification.** Considerable (3 - 5 years) experience in supervision and administration is highly desirable.

### ESSENTIAL FUNCTIONS

**Communication:** Conducts trials and pretrial hearings. Negotiates cases, interviews witnesses, victims, and Police Officers, and presents arguments in court. Advises and instructs staff in law and procedure.

Advises the Police Department on the gathering of evidence, filing of charges, and other legal matters. Prepares written documents in preparing cases for trial and pretrial.

**Manual/Physical:** Observes prosecutors presenting cases to evaluate their court performance. Reviews cases, legal documents, legal volumes, etc., to prepare cases for trial or pretrial. Monitors such trends as the number of plea agreements, trials, and dismissals for each type of case, crime, and conviction rates in order to assess staff effectiveness and allocate resources by reading reports generated through the Case Adjudication Tracking System (CATS).

**Mental:** Reviews case loads and assigns cases to professional staff. Plans, organizes, and directs the activities of the City Prosecutor's office. Analyzes evidence in criminal cases and reviews pertinent decisions, policies, regulations, and other legal matters pertaining to cases. Makes judgments based on evidence regarding charges, witnesses, proper arguments, plea negotiations, and trial strategies. Supervises, prioritizes, and evaluates the work of professional staff. Supervises and participates in the development and implementation of new programs such as the Domestic Violence Project, and community prosecution. Oversees the development of standards and procedures for the professional and clerical staff. Reviews staff activity to ensure that the notice provisions of the Victim's Rights Laws are being met by providing the victim information.

**Knowledge and Abilities:**

Knowledge of:

local, state, and federal laws which relate to criminal law and procedure;  
judicial procedures and rules of evidence;  
established precedents and sources of legal reference applicable to criminal activities;  
procedures and practices followed by members of the Police Department; and  
organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.

Ability to:

analyze, appraise, and organize facts, evidence, and precedents, and to effectively present such materials in a clear and logical manner both verbally and in writing;  
perform a broad range of supervisory responsibilities over staff;  
analyze problems, identify alternative solutions, and project consequences of proposed actions;  
exercise judgment and discretion;  
establish and maintain effective working relationships with employees, other City employees and officials, interagency personnel, and the judicial branch of government;  
act on behalf of the City Attorney in his/her absence;  
participate in the selection, training, and evaluation of personnel, and assign work activities, projects, and cases;  
monitor workflow, review and evaluate work products, methods, and procedures;  
participate in the review, development, and administration of the department budget; and  
recommend and implement office procedures to improve efficiency and effectiveness of the litigation team.

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 to Update Minimum Qualifications Required 3/14

CT/pa/klc

CS5801.DOCX

EEO-O/A

NDOT SAFETY-No

NDOT RANDOM-No

DOT SAFETY-N/A

RESP-No

JOB FCTN-ADM

PAY PLAN 1-120

PAY RANGE: 61

SECURITY-No

CDL-No

IND-9410

SWORN-No