

## ASSISTANT CITY PROSECUTOR II

### JOB DESCRIPTION

**Classification Responsibilities:** An Assistant City Prosecutor II performs journey-level professional legal work in preparing and prosecuting cases in traffic hearings and criminal trials in City Court. Responsibilities include: conducting trials and pretrial hearings; preparing and negotiating cases for trial; appearing for arraignments; interviewing witnesses, victims, attorneys, and Police Officers; presenting arguments in court; and preparing written motions, pleadings, arguments, and other memoranda. An Assistant City Prosecutor II is assigned to work independently on the most complex cases and legal assignments within the guidelines of established office policies, court procedures, and the rules of evidence and procedure. An Assistant City Prosecutor II may directly or functionally supervise a lower-level professional employee, and/or may train and supervise legal interns in proper courtroom criminal trial work. 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. This class is distinguished from the next lower class of Assistant City Prosecutor I by its increased responsibilities and greater degree of legal and administrative knowledge and expertise. Employees may progress to this class by noncompetitive promotion upon meeting the specific criteria-based promotion requirements. The Assistant City Prosecutor II receives general supervision from an Assistant City Prosecutor III, a Chief Assistant City Prosecutor or the City Prosecutor, and work is reviewed through meetings, conferences, and overall results achieved. This class is FLSA exempt-professional. (Part-time employees in this classification are FLSA nonexempt).

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from a school of law, accredited by the American Bar Association, with a Juris Doctor Degree. At least two years progressively responsible experience in the practice of law which includes trial work.

**Special Requirements.** Active membership in the Arizona State Bar Association. 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.** None.

### ESSENTIAL FUNCTIONS

**Communication:** Appears against accused in a court of law and presents evidence before a judge or jury. Confers with defense attorneys and/or witnesses in disputed cases and negotiates plea agreements

when it is in the best interest of the City to do so. Gives advice to the Police Department in the gathering and presentation of evidence, filing of charges, and other legal matters.

**Manual/Physical:** Reviews cases for negotiations, witnesses, and discovery. Reviews legal documents, volumes, etc., in preparing cases for trial.

**Mental:** Analyzes the facts of a case to make recommendations regarding sufficiency of evidence, the filing of proper charges, and proper sentencing upon conviction. Gathers and analyzes evidence in criminal cases and reviews pertinent decisions, policies, regulations, and other legal matters pertaining to the case. Makes judgments based on evidence regarding charges, witnesses, proper arguments, plea negotiations, and trial strategies. Comprehends and makes inferences from written material to evaluate cases for trial, negotiate, subpoena witnesses, etc. Prioritizes work assignments. Learns job-related material through on-the-job training and by attending training classes.

**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 the Police Department.

Ability to:

plan, coordinate, train, and effectively supervise Assistant City Prosecutor I's and legal interns, if required;

analyze, appraise, and organize facts;

determine alternative courses of action and the impacts of such courses of action, and recommend choices;

present and argue cases in court and handle anticipated problems smoothly;

attend pretrial disposition conferences; and

establish and maintain effective working relationships with 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 4/18

TO/co/rb

CS4913.DOCX (Full-time)

CS4915 (Part-time)

EEO-Prof

JOB FCTN-LEG

INCREMENTS 43-200

PAY GRADE: 57

PAY GRADE: 57

IND-8820

SWORN-No