

## ASSISTANT CITY PROSECUTOR III

### JOB DESCRIPTION

**Classification Responsibilities:** An Assistant City Prosecutor III is responsible for performing professional legal work in preparing and prosecuting cases. An employee in this class works independently on the most specialized and/or 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 III also has full responsibility for special prosecution areas such as Domestic Violence, Victims' Rights, Driving Under the Influence (DUI), Community Prosecution, Veterans Court, Community Court, or Training. An employee in this class also has responsibility for writing grants in support of the designated prosecution area. This class will directly or functionally supervise an Assistant City Prosecutor I or II, and/or support staff. This class may also act as the Chief Assistant City Prosecutor or City Prosecutor as required in the absence of those employees. This class performs 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 II by its additional responsibility for a special prosecution area, supervision, and work on special prosecutions such as high profile cases or matters having special public interest. This class is distinguished from the next higher class of Chief Assistant City Prosecutor by the latter's full supervisory authority over employees in the Assistant City Prosecutor II class, and work on complex motions and appeals. The Assistant City Prosecutor III is supervised by the City Prosecutor. This class is FLSA exempt-professional.

### 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 an accredited school of law. Considerable (3 - 5 years) progressively responsible experience in the practice of law, which includes trial work.

**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 Qualifications.** Experience in one of the program areas, and supervisory experience are preferred.

### ESSENTIAL FUNCTIONS

**Communication:** Conducts trials and pretrial hearings. Prepares and negotiates cases for trial, interviews, witnesses, victims, attorneys, and Police Officers, and presents arguments in court. 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. Prepares written motions, pleadings, arguments, grant proposals, and other memoranda with clearly organized thoughts. Communicates with, and may make presentations to, City Management and citizens.

**Manual/Physical:** Reviews cases for negotiations, witnesses, and discovery. Reviews legal documents, volumes, etc., in preparing cases for trial. Reviews the work products of others to ensure compliance with established office policies, court procedures, and the rules of evidence and procedure.

**Mental:** Plans, organizes, and directs the activities of a program area such as domestic violence, victim's rights, gang prosecutions, or training. Supervises and evaluates the work of subordinate personnel assigned to designated program area. Prioritizes and assigns work to personnel and prioritizes own work. 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. Evaluates cases for diversion eligibility. Coordinates prosecutor staff coverage at the Mesa Police Department's Center Against Family Violence. Comprehends and makes inferences from written material to evaluate cases for trial, negotiate, subpoena witnesses, etc. Learns job-related material through on-the-job training and by attending classes.

**Knowledge and Abilities:**

Knowledge of:

the principles of civil and criminal law, rules of criminal procedure, and rules of evidence;  
the procedures and practices followed by the Police Department; and  
the procedures and practices followed in special program areas such as: domestic violence, victims' rights, gang prosecutions, and training.

Ability to:

plan, coordinate, train, and effectively supervise lower level professional employees;  
analyze, appraise, and organize facts, evidence, and precedents, and to present such material effectively, verbally and in writing;  
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;  
appear in both the City and higher court (example: Maricopa County Superior Court, the Arizona Court of Appeals, and the Arizona Supreme Court);  
act as the Chief Assistant City Prosecutor or City Prosecutor as needed in their absence; and  
establish and maintain effective working relationships with coworkers, other City employees and officials, interagency personnel, the judicial branch of government, 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.

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INCREMENTS 43-200

PAY GRADE: 59

IND-8820

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