

CHIEF ASSISTANT CITY PROSECUTOR

JOB DESCRIPTION

Classification Responsibilities: The Chief Assistant City Prosecutor provides administrative support for the City Prosecutor and advanced legal representation primarily involving misdemeanor criminal litigation for the City Prosecutor's Office. This class requires a thorough understanding and knowledge of legal procedures, law enforcement practices, and state and municipal laws. An employee in this position works independently on the most specialized and/or complex cases and legal assignments. This position represents the City Prosecutor's Office, as needed, in department meetings and with professional and community-based organizations, committees and groups. This position also performs professional supervisory duties, directly and indirectly supervising Assistant City Prosecutors and other staff in the City Prosecutor's Office. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. The Chief Assistant City Prosecutor assists the City Prosecutor in planning, developing, and implementing office policy and operations. This position assists in coordinating and supervising the tasks of the Assistant City Prosecutors and providing training. Supervision is exercised over all members of the Prosecutor's Office. This position differs from the City Prosecutor by the latter's full supervisory authority over the Assistant City Prosecutors, budgetary responsibility, and advanced professional legal skills. The Chief Assistant City Prosecutor is responsible for working independently on specialized and/or complex cases and legal assignments as well as complex motions and appeals as needed. Work is performed in accordance with established standards and practices of the legal profession and departmental policies and is reviewed by the City Prosecutor in terms of overall results achieved. The Chief Assistant City Prosecutor acts as the City Prosecutor by assignment or delegation and has authorization to sign for the City Prosecutor on designated documents and legal pleadings. The Chief Assistant City Prosecutor is responsible for the management, handling and analysis of special projects. 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 a school of law accredited by the American Bar Association with a Juris Doctor's Degree. Extensive (5+ years) progressively responsible experience in the practice of law, which includes trial work. A minimum of one year of supervisory or lead experience.

Special Requirements. Active membership in the Arizona State Bar Association at the time of application. 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. Considerable (3 – 5 years) of supervisory or lead experience is preferred. Experience in the management process and policy making function of a law office is desirable.

ESSENTIAL FUNCTIONS

Communication: Assists the City Prosecutor in conducting staff and management meetings to disseminate information, policies, and directives to office staff and Assistant City Prosecutors. Instructs and evaluates Assistant City Prosecutors. Serves as a City Prosecutor liaison to various agencies, boards and departments. Advises members of other City departments, primarily the Police Department, regarding legal issues confronted in the performance of their duties. Monitors and apprises the City Prosecutor of court activity and daily office operations. Drafts and prepares written legal memoranda, such as motions and appeals, research notes, letters, and other correspondence with clearly organized thoughts and proper English language.

Manual/Physical: Reviews trial work, motion and appeal work, and long form complaints filed by other prosecutors to evaluate performance. Monitors the performance of student interns from Arizona law schools as they work in court along with the junior prosecutors. Enters data or information into a personal computer or other keyboard device to ensure case notes are current and accurate. Operates a variety of standard office equipment (example: printer, fax machine, scanner).

Mental: Demonstrates commitment to innovation, efficiency, and fiscally responsible activity. Assists in coordinating the functions of the City Prosecutor's Office with those of other City departments. Assists in formulating office policies and procedures, and in handling administrative problems as they arise. Undertakes special projects at the direction of the City Prosecutor. Comprehends and makes inferences from written material to make decisions on filing, granting deviations or trying criminal cases. Handles specialized and/or complex cases and legal assignments. Negotiates settlements, argues cases, and questions witnesses. Reviews case materials, legal volumes, statutes and rules in researching and preparing appellate memoranda and legal briefs as needed. Analyzes the facts of a case to make recommendations regarding sufficiency of evidence, the filing of proper charges, and proper sentencing upon conviction. Supervises, instructs, and evaluates the work of Assistant City Prosecutors and other professional staff. Assists in selecting and training new subordinates and oversees the selection of personnel to attend special continuing legal education seminars and trainings. Assists in assigning motions, appeals, and trials to subordinate prosecutors. Prioritizes work assignments. Supervises and evaluates the work of a professional staff. Learns job related material through training classes and seminars.

Knowledge and Abilities:

Knowledge of:

local, state, and federal laws and ordinances which relate to criminal law;
the Arizona Rules of Criminal Procedure;
the Arizona Rules of Evidence;
the proper sentence structure, punctuation, grammar, and spelling for the English language;

the procedures and practices followed by members of the Police Department; and the principles of office management and supervision.

Ability to:

analyze office operations/procedures and apply critical, innovative thinking to improve processes;
perform a broad range of supervisory responsibilities over others;
analyze, appraise, and organize statistical and other facts, evidence, and precedents, and to present such material effectively, orally and in writing;
organize training for a professional and clerical staff;
exercise good judgment and discretion;
appear in both the City and higher courts, (i.e., Maricopa County Superior Court, the Arizona Court of Appeals, and the Arizona Supreme Court);
be responsible for the operation of the City Prosecutor's Office during the absence of the same; and
establish and maintain effective working relationships with coworkers, other City employees and officials, interagency personnel, community organizations and the judicial branch of government.

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: 61

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