

CITY PROSECUTOR

JOB DESCRIPTION

Classification Responsibilities: The City Prosecutor is responsible for overseeing and supervising the operations of the Mesa City Prosecutor's Office. This position manages the prosecution of all cases within the jurisdiction of the City Court; presents or supervises all appeals in the Superior Court, the Court of Appeals and the Arizona Supreme Court, including special actions and petitions for post-conviction relief. The position also supervises and directly handles all specialty courts, including Rule 11 Court, Veterans' Court, Arraignment Court, and Community Court, and oversees all specialty prosecutions, including domestic violence, animal cruelty, and civil code compliance. In addition to overseeing and supervising operations, the City Prosecutor also regularly appears in person for trials, pretrials, and motions and may appear more regularly as needed depending on staffing levels and caseload. The City Prosecutor is responsible for reviewing proposed legislation affecting criminal prosecution and staying informed on changes to state and local laws that impact prosecution, adjusting policies and procedures accordingly. The City Prosecutor also directs the administrative operations of the Prosecutor's Office which includes: participating in budget preparation and administration; approving expenditures and procurements; approving requisitions and new hires; approving all timecards; assisting in the evaluation, development and implementation of policies and procedures to improve operations; reviewing grant proposals and reports; participating in the selection and evaluation, as well as discipline, of legal support staff, victim assistance staff, and prosecutors; and planning, organizing, and overseeing the work of other prosecutors with a commitment to quality and continuous improvement. The City Prosecutor encourages teamwork and innovation while creating opportunities for learning and job growth. The Mesa City Prosecutor is a statutory member of the Arizona Prosecuting Attorneys Advisory Council, representing the City on matters of statewide concern and acting as liaison with other state prosecution offices. In addition, the City Prosecutor liaisons with outside entities such as the State Bar of Arizona, statewide municipal prosecutors, and the Maricopa County of Governments (MAG) regarding common issues. This position represents the City Attorney's Office and is involved in policy making and legal interpretations for the office and for providing input into the drafting of City ordinances. The City Prosecutor works closely with the Mesa City Attorney, City Court, and the Police Department. 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 reports to and is supervised by 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

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, and seven to ten years of progressively responsible experience

in the practice of criminal law, preferably including three to five years of demonstrated experience and training in supervising other lawyers.

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

ESSENTIAL FUNCTIONS

Communication: Must be able to clearly and effectively communicate, both orally and in writing, with members of the Prosecutor's Office, City Attorney's Office, City Court, City Manager's Office, Police Department, and outside agencies. Argues and writes persuasively. Conducts trials, pretrial hearings, and specialty court 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: Performs primarily sedentary duties requiring minimal exertion of force or physical activity. Appears both in the City and higher courts and orally presents and argues criminal cases. 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;
proposed local ordinances, state, and federal legislation that impact criminal prosecution;
judicial procedures and rules of evidence;
appellate process and rules of appellate procedure;
established precedents and sources of legal reference and research applicable to criminal prosecution;
procedures and practices followed by members of the Police Department;
supervisory and management methods, techniques, and resources;
principles and practices of applicable specialty areas of criminal prosecution; 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, discipline, and evaluation of personnel and assign their 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 prosecution 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 6/25

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CS5801.DOCX

EEO-O/A

JOB FCTN-ADM

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY RANGE: E15

IND-9410

SWORN-N

Non-DOT Random-N

DOT-N

PAY PLAN E08-E21