

DEPUTY CITY PROSECUTOR

JOB DESCRIPTION

Classification Responsibilities: A Deputy City Prosecutor is responsible for supervising Assistant City Prosecutors I, II, and III, as well as training, developing, and mentoring new and experienced prosecutors in the practice of misdemeanor prosecution, assisting in the supervision of support staff and 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. A Deputy City Prosecutor also has full responsibility of supervising prosecutors within the special divisions such as Arraignment Court, In-Custody Court, Trial Divisions, Domestic Violence Court, Veteran's Court, Rule 11 Court, Community Court, SMI Court and Training. An employee in this class develops and refines processes and procedures for the specialty courts, trial divisions, and office administration. A Deputy City Prosecutor also has responsibility for writing grants in support of the designated prosecution area. 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 III by its additional responsibility of supervising and managing Assistant City Prosecutors I, II, and III, practicing in special prosecution areas, and working on special prosecutions such as high-profile cases or matters having special public interest. The Deputy City Prosecutor 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 a school of law, accredited by the American Bar Association, with a Juris Doctor Degree. Considerable (3 - 5 years) progressively responsible experience in the practice of law, which includes trial work.

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

ESSENTIAL FUNCTIONS

Communication: Manages, mentors and trains prosecutors and staff. 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 Council, City Management, community organizations 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: Manages, mentors and trains prosecutors and staff. Plans, organizes, and directs the activities of a program area such as domestic violence, victim's rights, community court, 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/Abilities:

Knowledge of:

of the principles of civil and criminal law, rules of criminal procedure, rules of appellate procedure, rules of procedure for special actions 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, community court, rule 11 court, veteran's court, SMI court, 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

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