

LAW CLERK

JOB DESCRIPTION

Classification Responsibilities: A Law Clerk learns to perform entry-level, professional legal work in the preparation and prosecution of misdemeanor criminal cases through a structured multi-phase training program under the direct supervision of a licensed Assistant City Prosecutor II or III. Incumbents will be given extensive orientation in criminal prosecution activities and the various components of the criminal justice system and will learn to negotiate cases and plea agreements; conduct bench and jury trials; prepare and present motions, pleadings, and arguments in court; review cases for charging; interview witnesses, Police Officers, victims, and others; and understand and safeguard victim' rights. 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. A Law Clerk who successfully completes all phases of training, obtains an Arizona State Bar license, and meets performance expectations within the required timeframes of the training program may progress by noncompetitive promotion to the classification of Assistant City Prosecutor I. Additional noncompetitive opportunities to promote to an Assistant City Prosecutor II and Assistant City Prosecutor III are available upon meeting the specified criteria-base requirements of those classifications. An incumbent who fails to obtain an Arizona State Bar license with the required timeframe, or fails to complete training or performance expectations, may be transferred, demoted, or terminated. Employees who fail to pass the Arizona State Bar exam on their first attempt may be given an opportunity to retake the exam at the discretion and approval of the City Prosecutor. This class is FLSA exempt-administrative.

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 by hire date. Must submit the Arizona Bar Admissions Character and Fitness review to the Arizona State Bar and apply to test for the next available Arizona State Bar exam by hire date. After hire, must pass the next available Arizona State Bar exam and obtain a license to legally practice law in the State of Arizona.

Special Requirements: For this position, an individual receiving a conditional offer of employment for this position 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: Some experience in criminal law, including trial work, as a legal intern or law clerk is desirable.

ESSENTIAL FUNCTIONS

Communication: Strong written and verbal communication skills. Communicates with defense attorneys, other City employees, and the public in a face-to-face, one-to-one setting; and by email/phone to negotiate cases and plea agreements, conduct trials, present arguments in court, and interview witnesses, Police Officers, victims, attorneys, etc. Produces written documents, such as motions, pleadings, and arguments to present cases in court.

Manual/Physical: Reads and reviews materials regarding assigned cases for pretrial negotiations, discovery, witnesses, etc. Reviews pertinent decisions, policies, regulations, and other legal matters pertaining to assigned cases.

Mental: Attends to detailed information assuring accuracy and completeness of files. Evaluates immediate situation to provide the appropriate information or referral services.

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 police departments.

Ability to:

analyze, appraise, and organize facts;
present and argue cases in court and handle anticipated problems effectively;
assist the Police Department in gathering and presenting evidence, filing charges, and other legal matters;
attend pretrial disposition conferences;
appear in court against the accused and present evidence before a judge or jury; and
establish and maintain effective working relationships with management, coworkers, court officials, City officials, and the 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 this job change.

New 9/24

NF/lv/th

CS5315.DOCX

EEO-PROF

JOB FCTN-LEG

Non-DOT Safety and Security-Y

CDL-N

RESP-N

PAY GRADE: 53

IND-8820

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 43-200