



Assistant City Attorney/ Prosecutor

Department: City Attorney

SUMMARY: Responsible for all criminal prosecutions for the City. Assists the City attorney in civil law, municipal law and related legal matters.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

Prosecute criminal cases before the municipal court and appeals from the municipal court to other courts of record; research and prepare criminal files for pre-trial conferences.

Assist the City Attorney with civil and municipal law issues.

Attend various meetings, including City council, boards, commissions and committees and provides advice and legal interpretation; confer with, advise and counsel City officials.

Research and draft ordinances, resolutions, intergovernmental agreements, development agreements, contracts, deeds, leases and other legal documents; provide legal assessments and recommendations.

Establish policies for criminal prosecutors; confer with police and judges on process improvement.

Provide supervision and training for assigned staff including supervision of Victims Assistance Program; manage the selection, hiring, training, discipline, scheduling and evaluating of employees within the City Attorney Department.

Assign criminal files and trial preparations to staff and coordinate victim, witness and police interviews and review and proofread documents.

Support the City's policies, goals and objectives and work with management and other staff to ethically achieve such goals and objectives; ensure compliance with safety procedures.

KNOWLEDGE AND SKILLS:

Demonstrated Knowledge of:

City and Department procedures, policies and guidelines; Arizona Revised Statutes; code of professional ethics; and the Arizona State Legislative process.

Court procedure; criminal and civil procedure; legal software systems and databases.

Victim rights, advocacy and grant fund qualifications and protocols.

Skill in:

Analyzing legal facts, issues, cases and discrepancies.

Assessing and prioritizing multiple tasks and demands to meet deadlines; presenting a professional demeanor while working in stressful situations.

Establishing and maintaining cooperative working relationships with contractors, coworkers, judges, attorneys and other individuals in contact during the course of work.

Operating a personal computer utilizing standard software such as Microsoft Office and specialized software and standard office equipment.

Active listening, critical thinking, reading comprehension, complex problem solving, judgment and decision making.

MINIMUM QUALIFICATIONS:

Graduation from a college or university accredited by an agency recognized by the U.S. Secretary of Education or Council for Higher Education Accreditation (CHEA) with a Juris Doctorate degree, and four (4) years paid fulltime experience in the practice of law, one (1) year of which shall have been in the prosecution or defense of criminal cases; OR an equivalent combination of education and experience.

LICENSE, CERTIFICATION AND/OR SPECIAL REQUIREMENTS:

Candidates who are selected for appointment may be fingerprinted, if 18 or older; successfully complete a background investigation, employment verification and may be subject to a drug/alcohol test, medical, polygraph and/or psychological evaluation. Candidates who are appointed will be required to possess a valid driver's license to operate a vehicle in Arizona, or meet the transportation needs of the position.

Must possess a license to practice law in the State of Arizona and a membership in good standing in the Arizona State Bar.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office and courtroom environment. May require frequent sitting and continuous operation of a personal computer. May be required to perform a full range of motion with lifting and/or carrying items weighing up to 25 pounds.

Adopted: July 2012
Formerly: Assistant City Attorney
Revised: Nov, 2014