



**Range:** SM-5  
**FLSA:** Exempt  
**Date:** June 23, 2014

### **ASSISTANT CITY ATTORNEY OVER CRIMINAL PROSECUTION**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

The Assistant City Attorney over Criminal Prosecution is responsible for managing and conducting all litigation of misdemeanor criminal matters filed in the municipal court by a law enforcement agency within the jurisdiction of Sedona. The Assistant City Attorney over Criminal Prosecution also prepares, files, and prosecutes cases filed that require litigation to enforce victim's rights and advocacy programs, planning, zoning, and fire codes and ordinances.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives supervision and direction from the City Attorney.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Prepares and prosecutes all misdemeanor criminal cases, including arraignments, pretrial conferences, evidentiary, evidentiary status, and sentence hearings, negotiating settlements, appeals, etc.
2. Sets and implements goals and objectives of the prosecution and victim's assistance functions by enforcing laws, evaluating operations, making improvements or changes, and coordinating activities with other departments and agencies.
3. Manages all aspects of prosecution and victim assistance programs.
4. Duties include assigning and reviewing work, complying with Arizona State Bar CLE, ethics, and professionalism standards.
5. Reviews cases for authorization or declination of charges; reviews police reports for legal correctness and to make appropriate charging decisions.
6. Prepares letters, correspondence, and memoranda regarding legal issues.
7. Conducts pretrial conferences with defendants, public defenders, or private counsel.
8. Reviews court procedures, trial requirements, and cases with police officers; prepare victims and witnesses for bench or jury trials.
9. Researches and analyzes case law; drafts motions, trial, and appellate briefs.
10. Negotiates settlements with defendants, public defenders, and private counsel.
11. Develops policies and procedures consistent with legal authority and City requirements.
12. Performs other duties of a similar nature or level.

## **QUALIFICATIONS**

### **Knowledge of:**

- Arizona criminal law, including state and local statutes and ordinances.
- Rules of criminal procedure, evidence, police procedures, and department structure.
- Victim's rights and advocacy programs.
- Arizona State Bar Ethics rules and professionalism standards, particularly as they relate to prosecutors.
- Alternatives to prosecution, such as diversion programs.
- Legal research methods and procedures.

### **Ability to:**

- Perform legal research.
- Interpret laws, regulations, and ordinances.
- Draft legal documents.
- Prosecute cases in municipal court, including but not limited to acting as counsel for the State in jury and bench trials, evidentiary hearings and appeals to higher courts.
- Negotiate settlements.
- Manage operations of a City Prosecutor's office.
- Organize and manage multiple problems.
- Resolve problems and handle sensitive matters.
- Use communication and interpersonal skills as applied to interaction with supervisor, local, state, and federal elected officials, coworkers, the general public, etc., sufficient to exchange or convey information and receive work direction.

## **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Training and Experience:**

Juris Doctorate and three years of experience practicing law, with an emphasis in criminal prosecution at a state, county, or municipal level that includes bench and jury trial work; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

### **License or Certificate:**

Admission and member in good standing to the Arizona State Bar.  
Ability to obtain valid Arizona driver's license within two months of hire.

### **Special Requirements**

Fifteen hours of continuing legal education, including three hours in ethics, must be completed annually as a condition of employment. Possession of, or ability to obtain a valid Arizona driver's license. Ability to speak fluent Spanish is desired.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office and courtroom environment.

### **Physical Conditions:**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time and working closely with others; general manual dexterity; lifting and carrying office related materials.