



JOB DESCRIPTION

Title: **CITY PROSECUTOR**
Department: Attorney
Class Code: 2176
FLSA Status: Exempt
Effective Date: November 1, 2012 (Rev. 05/2022)

GENERAL PURPOSE

Under the general supervision of the City Attorney, the City Prosecutor manages the criminal prosecution program for the City.

ESSENTIAL DUTIES

- Supervises and directs the City Prosecution program for the City.
- Supervises and directs the work of Assistant City Prosecutors and Legal Administrators assigned to prosecution.
- Reviews police reports, rap sheets, driving records and other supporting evidence for criminal matters. Utilizes confidential BCI, driver's license division and other records.
- Prosecutes cases for the City in the Courts. Prepares and reviews pleadings on criminal cases filed in the Courts by the City. Decides how criminal cases are handled by the Attorney's Office.
- Ensures criminal cases in the Attorney's Office are timely and properly handled.
- Manages the flow of work for criminal prosecution.
- Screens criminal cases.
- Researches criminal and civil law; prepares legal opinions and memoranda.
- Advises police and other City employees on criminal law and procedures.
- Interfaces with the public on issues and questions regarding criminal matters.
- Interfaces with the City Justice Court, District and other State Courts and resolves any concerns they may have.
- Responds to questions from City employees, including police, about applicable law.
- Researches and implements ways to enhance efficiency and effectiveness of the City's criminal prosecution program.
- Supports the Terminal Agency Coordinator (TAC) to ensure that the office is in compliance with BCI rules and regulations.
- Prepares ordinances as directed by the City Attorney.

- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from an accredited law school with a JD degree, plus four (4) years of experience in the public sector with emphasis on criminal prosecution.

Special Requirements

- Must be a member of the Utah Bar Association at the time of appointment.
- Must pass security clearance to have access to the Bureau of Criminal Investigation (BCI) and Utah Criminal Justice Information System (UCJIS) records.

Necessary Knowledge, Skills and Abilities

- Working knowledge of federal, state and municipal law with emphasis on criminal prosecution.
- Skill in writing; skill in analyzing legal issues and representing the City in court proceedings.
- Ability to communicate effectively verbally and in writing; ability to make arguments to very specific instances.
- Ability to deal with the public directly under stressful circumstances.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and spreadsheet software; phone; fax and copy machine.
- Uses Word, PowerPoint, Excel and any other software applicable to the organization, including eProsecutor, BCI, UCJIS, and Versaterm.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a court setting. The noise level in the work environment is usually moderately quiet.
- The City Prosecutor usually handles a large caseload in a court setting. The work is adversarial and involves conflict. As such, the work is very stressful.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____