



City of Casa Grande

### City Prosecutor

**GENERAL PURPOSE:** Under limited supervision, is responsible for supervising and participating in the prosecution of cases in the City court.

#### **PRIMARY DUTIES AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Attends pretrial conferences with defendants, defense attorneys and judges.
- Reviews Police reports; conducts factual and legal analysis to determine whether legal issues should be prosecuted, based on the facts of law and evidence; conducts conferences with defendants and defense attorneys concerning settlement of cases
- Prepares criminal cases for trial; interviews witnesses; prepares documents; interviews complainants to determine appropriateness for filing criminal charges; tries jury and non-jury cases involving criminal and non-criminal matters coming before the City court, including municipal zoning and aesthetic code enforcement issues.
- Determines amounts and appropriateness of restitution to be paid by defendants to victims of crimes; monitors compliance with ordered restitution payments; determines terms and conditions of probation; monitors compliance of probation.
- Consults with and advises police department personnel regarding specific cases and general legal policies; responds to police and other enforcement personnel requests for information; advises police or other enforcement personnel on legal matters and procedures.
- Conducts legal research; gathers and compiles legal instruments and documents; identifies and evaluates records and other information; prepares and presents legal documents and analyses as required.
- Provides supervision and training for assigned staff including supervision of Victims Assistance Program and contract prosecutors.
- Provides coaching, counseling and professional assistance to staff on legal skills and professional responsibilities; assists legal staff in the development of case strategy, legal theories and other technical issues.
- Monitors trends in criminal justice issues, and recommends improvements.
- Performs other duties as assigned or required.

**SUPERVISION EXERCISED:** Legal and administrative staff as assigned.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:** Juris Doctorate (JD) degree required; and four (4) year's experience in practice of law.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of City organization, operations, policies and procedures.
  - Knowledge of State of Arizona criminal and civil statutes, rules, administrative orders, policies and procedures, and applicable Federal rules and regulations.
  - Knowledge of Arizona judicial procedures and rules of evidence.
  - Knowledge of legal precedents and court decisions impacting municipal government.
  - Knowledge of the duties, powers, authorities and limitations of a city prosecutor.
  - Knowledge of legal research methods, techniques, sources, and databases.
  - Knowledge of legal case management procedures, ethics and techniques.
  - Knowledge of the principles of record keeping and records management.
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- Skill in reviewing and assessing legal issues and documents.
  - Skill in reading, interpreting, understanding and applying legal standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
  - Skill in litigating cases in legal hearings and courtroom settings.
  - Skill in researching and identifying precedence in case law.
  - Skill in leadership, coordinating staff, and delegating tasks and authority.
  - Skill in verbal and written communication, and exercising judgment and discretion in decision making.
  - Skill in establishing and maintaining cooperative working relationships with attorneys, law enforcement agencies and other participants in the civil justice process.
  - Skill in operating a personal computer utilizing a variety of business software.

**Special Requirements:** Must be licensed by the Bar to practice law in the State of Arizona, remain active with all Arizona Bar annual requirements, and maintain a clear criminal record.

**Physical Demands / Work Environment:** Standard office environment.

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.*

