

CITY OF GLENDALE

TITLE: Assistant City Prosecutor	CLASS CODE: 221
REPORTS TO: City Prosecutor	GRADE: 31
DEPARTMENT: City Attorney	FLSA: E

JOB SPECIFICATION DATE: July 13, 2006 ajw

JOB SUMMARY

Performs professional level legal prosecution work involving research, investigations, trials and appeals, and other activities. This classification encompasses both entry-level and full journey-level responsibilities.

ESSENTIAL FUNCTIONS

1. Prepares and appears for arraignments, tries jury and non-jury trials and arranges and conducts pre-trial conferences with defendants and/or attorneys.
2. Reviews the file on each case including police reports, previous convictions and motions from defense attorney; prepares any necessary correspondence and prepares for the pre-trial conference.
3. Reviews cases forwarded by the Glendale Police Department and Code Enforcement and make the determination whether to prosecute.
4. Provides assistance to the general public regarding pending cases and responds to questions from Glendale Police Department and Code Enforcement officials; meets with victims and explains court procedures prior to trial.
5. Researches case law writes appellate briefs and provides written responses to motions.
6. Argues motions before the court.
7. Reviews dismissed cases for possible re-filing.
8. Gathers and prepares statistical data on office workload.
9. Provides daily update of cases going to trial.
10. Records daily public message regarding cases going to trial.
11. Files and retrieves case files.

SECONDARY FUNCTIONS

12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Federal, State and City criminal codes, rules of procedure and constitutional law
Judicial procedures and rules of evidence
Principles, practices and methods of legal research and sources of legal reference
Methods and practices of trial work

Ability to:

Analyze and organize facts, evidence, and precedent and identify the determinative aspects of cases and present them in a clear and logical order
Establish and maintain working relationships with employees, court officials, attorneys and the general public

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Requires graduation from an accredited school of law and demonstrated working knowledge of the principles of civil and criminal law, rules of evidence, the methods and practices of pleading, judicial procedures and the principles methods, practices and references utilized in legal research.

SPECIAL REQUIREMENTS

Membership in the State Bar of Arizona
Valid Arizona Driver's License