

## CITY OF GLENDALE

<b>TITLE:</b>	<b>City Prosecutor</b>	<b>CLASS CODE:</b>	<b>223</b>
<b>REPORTS TO:</b>	<b>City Attorney</b>	<b>GRADE:</b>	<b>38</b>
<b>DEPARTMENT:</b>	<b>City Attorney</b>	<b>FLSA:</b>	<b>E</b>

**JOB SPECIFICATION DATE: July 1, 2008 cm**

### **JOB SUMMARY**

Performs professional and administrative legal work in prosecuting cases involving violations of city codes and ordinances, and state misdemeanor cases.

### **ESSENTIAL FUNCTIONS**

1. Provides direction and oversees work performed by legal staff, Assistant City Prosecutor and contract professional level legal staff.
2. Meets with defendants and/or their attorneys at the pre-trial conference, explains the situation and the alternatives available regarding pleas, fines, sentences, etc.
3. Prepares for and appears at arraignments.
4. Serves periodically as a prosecuting attorney on cases, which go to trial, interviews witnesses and generates subpoenas as necessary.
5. Reviews the file on each case including police reports, previous convictions and motions from the defense attorney; prepares any necessary correspondence and prepares for the pre-trial conference.
6. Develops and implements City Prosecutor's Office policies, procedures and/or practices and coordinates policies and procedures with the Glendale Police Department.
7. Recommends sentencing in cases involving a guilty plea, sometimes including options of fines or sentences or occasionally deferred prosecution.
8. Reviews police reports and code investigation reports to determine if there is a basis for filing charges.
9. Represents the City Attorney's Office at City Council meetings, boards and commissions and provides advice and legal interpretation.
10. Answers questions from the police, defendants, Code Enforcement and the general public.
11. Reviews proposed city and state legislation for its impact and prepares comments for the Intergovernmental Liaison's Office.
12. Performs employee reviews and appraisals.
13. Prepares grant fund documents for purchase of City Prosecutor's Office equipment and material.
14. Develops and implements computer enhancements in the City Prosecutor's Office.

### **SECONDARY FUNCTIONS**

15. Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS, ABILITIES**

#### **Knowledge of:**

Federal, State, and City criminal codes, rules of procedure and constitutional law  
Supervisory and management practices and the ability to operate a department comprised of professional and paraprofessional personnel  
Judicial procedures and rules of evidence

**Ability to:**

Prepare and prosecute court cases

Communicate clearly and concisely both orally and in writing

Establish and maintain working relationships with employees, court officials, attorneys and the general public

**WORKING CONDITIONS**

Office setting.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited school of law and five years of experience in the practice of law, of which two years have been as a chief prosecutor or division head.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS**

Membership in the Arizona Bar

Valid Arizona driver's license