



# City of Peoria

## HUMAN RESOURCES

### **Title:** Assistant City Prosecutor

**FLSA STATUS:** Exempt from overtime under FLSA.

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

Receives direction from Sr Assistant City Prosecutor.  
Exercises direct supervision of no employees.

#### **MINIMUM QUALIFICATIONS**

- **Education:** Juris Doctorate from an American Bar Association (ABA) accredited law school.
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** Membership in good standing in the State Bar of Arizona. Admission to the US District Court, District of Arizona.

#### **PREFERRED/DESIRABLE QUALIFICATION(s):**

- Experience in a municipal or government setting.
- Experience performing criminal prosecution work.

#### **JOB SUMMARY**

The purpose of this position is to perform professional and administrative level work of substantial difficulty and exceptional quality with minimal supervision, including legal research, investigations, charging, litigation, motions, pleadings, bench and jury trials, appellate memoranda, advising staff on routine matters and all other activities in conjunction with the prosecution of misdemeanor criminal cases including violations of City ordinances and Arizona statutes.



### **ESSENTIAL FUNCTIONS**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

<b>#</b>	<b>Essential Functions</b>
1	Reviews and charges Police Reports and Code Investigation Reports submitted for long form complaints.
2	Meets with proper defendants and defense attorneys at pretrial conference to discuss case and potential pretrial resolution.
3	Represents the State at jury and bench trials, evidentiary, identification, sentencing, probation violation hearings, and various court proceedings.
4	Writes motions and responsive pleadings. Conducts research necessary to complete legal memorandum and provide legal advice.
5	Handles appeals from Peoria City Court and associated preparation.
6	Coordinates with victim notification. Communicates with victims to explain case status, victim's rights, sentencing options and answers questions.
7	Miscellaneous case management.



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with “X”</b> 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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with “X”</b> 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.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, telephone, copier, scanner, fax machine, printers, calculator, digital voice recorder, television, smart phone and related software.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.