



City of Peoria

HUMAN RESOURCES

Title: Sr Assistant City Prosecutor

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Chief Assistant City Attorney.

Exercises direct supervision over Professional and Para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Juris Doctorate from an American Bar Association (ABA) accredited law school.
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems 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.
- Previous supervisory experience.

JOB SUMMARY

The purpose of this position is to supervise the activities of the criminal unit; perform professional and administrative level work of substantial difficulty with minimal supervision, including legal research, investigations, charging, litigation, motions, pleadings, bench and jury trials, preparation of ordinances, resolutions, 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. Provides victim assistance and complies with victim rights throughout all stages of the criminal judicial process.



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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.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development.
2	Reviews police reports and code investigation to determine if there is a basis for filing charges or prosecuting charges that have already been filed. Additional steps may include case review; correspondence preparation; pretrial conference preparation; meet with defendants and / or attorneys; interview witnesses; participate in defense interviews; answer questions of officers, defendants, victims, or the public; research legal issues and respond to defense motions; monitor and send out disclosure; litigate pretrial oral arguments; prepare and file all motions, plea agreements and required paperwork; represent the State at court hearings and settings; complete all stages of bench and jury trials; and coordinate with victim advocates.
3	Manages the operations of the criminal unit by making daily policy and procedures decisions; and develops, implements, and evaluates plans, work processes, systems and procedures to achieve annual goals, objectives, and work standards. Participates in meetings in the Court, Police Department, Fire Department, and Community Development Department to improve and update policies and procedures and to advise on criminal justice-related issues or answer legal questions; works with Court and Police Department on policies and procedures to most efficiently process cases while achieving the goal of "interests of justice."
4	Evaluates and makes preliminary determination of budget needs; prepares preliminary budget requests annually, and supplements as needed throughout the year; makes expenditure decisions and monitors budget. Makes recommendations and requests for spending of forfeiture / RICO funds; prepares request and supplements; follows up on spending and reporting of expenditures.



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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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.

Work Environment for this position is indicated below with "X"				
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.