SANDY CITY
APPROVED POSITION CLASSIFICATIONS

I. Position Title: City Prosecutor

Revision Date: 8/02
EEO Code: Professional
Status: Exempt (Law Professional)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the City Attorney or Deputy City Attorney, supervises prosecution staff and performs prosecution functions which require the application of professional judgement and skill.

III. Essential Duties

- Performs prosecution functions for the city.
- Performs legal research including extensive analysis of legal positions.
- Determines and applies legal principles and precedents to problems and issues.
- Researches and updates case laws and statutes.
- Prepares ordinances and memoranda for consideration and approval.
- Prosecutes criminal and other cases including appeals to District Court and the drafting of legal materials such as complaint, arrest and search warrants and subpoenas.
- Initiates and prosecutes actions including preparation of pleadings and briefs, oral argument, trial, and plea bargain negotiations.
- May be assigned police legal advisor responsibilities.
- Develop and implement prosecution policy.
- Supervise prosecution staff, coordinate scheduling of attorneys under contract to prosecute as independent contractors.
- Manage division office expenditures.
- Make recommendations on hiring, evaluating, and disciplining prosecution staff.

IV. Marginal Duties

- Miscellaneous office work.
- Response to field incidents involving law enforcement.
- Perform civil duties as assigned.
- Perform other duties as assigned.

V. Qualifications:

**Education:** Juris Doctorate Degree, membership in the Utah State Bar, and admission to practice before all state courts and U.S. District Court are required.

**Experience**: Five years of prosecution experience; three years of supervisory experience preferred.

**Knowledge of:** Criminal laws and court rules; rules of proper verbal and written communication; principles of budget planning and preparation, management, supervision, planning and personnel.

**Responsibility for:** Making decisions in matters of serious financial or practical consequence or involving the welfare of lives and property; supervision of a staff of 2 employees.

**Communication Skills:** Ability to effectively counsel, persuade, and inform others, regarding city operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively, and argue persuasively, often

under hostile and stressful circumstances. Relate positively and professionally with legal counsel, judicial, administrative, and legislative officials, press representatives, co-workers, and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

**Tool, Machine, Equipment Operation:** Frequent computer use is required with ability to utilize prosecution and research and word processing software; occasional use of copier machine to copy legal documents.

**Analytical Ability:** Great initiative and ingenuity is necessary; collect and rapidly assimilate facts; organize, analyze, and retain familiarity with large numbers of complex court cases; research effectively and require and retain familiarity with sophisticated and rapidly changing principles of law and apply principles to complex factual situations.

VI. Working Conditions:

Great pressure and fatigue are present in this position due to moderate exposure to stressful situations, overtime, and deadlines; constant attendance is required; work assignments are broad and performed with little or no supervision or checking; work is referred to supervisor only when policy questions arise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.