SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Position Title: Prosecutor Assistant

Revision Date: 08/05
EEO Code: Admin. Support
Status: Non-Exempt

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

Under general supervision of the City Prosecutor (or City Attorney and Deputy City Attorney, as appropriate), coordinates and assists in the preparation of cases for prosecution.

III. Essential Duties:

- Coordinates day-to-day prosecution activities.
- Obtains and organizes evidence and exhibits for prosecution.
- Tracks bond forfeitures and personal service subpoenas and prepares related prosecution documents.
- Responds to prosecution inquiries by the public, law enforcement and defense council.
- Prepares answers to discovery requests, jury instructions, and motions for approval by prosecutors.
- Composes prosecution documents for Order to Show Cause hearings.
- Assists prosecutors in preparation of memoranda to the court.
- Prepares and files plea-by-mail documents.
- Performs duties of training and auditing coordinator for Bureau of Criminal Identification (BCI).

IV. Marginal Duties:

- Organizes and maintains trial files.
- Maintains calendar for filing deadlines, hearings, and trial dates and coordinates with court calendar.
- Requests transportation of victim or defendant (through court) from ADC or prison.
- Serves as office liaison for witnesses and victim advocates.
- Remains familiar with court rules and procedures.
- Performs duties as assigned.

V. Qualifications:

Education: Certificate of completion from a recognized paralegal program or 5 years prosecution office experience.

Experience: One year of related prosecution legal experience.

Knowledge of: Court procedures, municipal ordinance violations and court interpretations, and criminal procedures; English and legal usage of language, basic writing skills, spelling and vocabulary; word processing, computer equipment and prosecution and related software.

Responsibilities for: Confidential legal information that should not be disclosed to others because it may be damaging to others, the City itself, or cause other related problems.

Communication Skills: Glean relevant information to inform enforcement personnel and the public regarding City ordinances and court procedures and to develop and compose legal documents and correspondence.

Tool, Machine, Equipment Operation: Regular computer use is required with ability to operate prosecution, word processing, and related software; regular use of printer, telephone, fax machine, and copier machine to copy legal documents; frequent use of scanner machine.

Analytical Ability: Analyze facts, law, and ordinances; apply knowledge of law and legal procedures in drafting legal documents; order work, plan and complete assignments under high volume of work and short term shifting deadlines; coordinate processing of court actions with attorneys and support staff; prepare reports; deal with highly confidential information; develop, design, and input word processing and computer applications.

VI. Working Conditions:

Moderate to pronounced pressure and fatigue are present in this position due to moderate to pronounced exposure to aggressive and hostile people and stressful situations and deadlines; constant attendance is required; work assignments are broad and performed with frequent communications with superiors because of the variance of tasks performed; a moderate amount of muscular exertions, including stooping and kneeling, is required; a constant amount of seeing is required to remain familiar with legal requirements and prepare legal documents; constant talking and hearing are necessary to deal with the public, enforcement personnel, and others in the legal system.

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. Management reserves the right to add or change work shifts or duties at any time.