



City of Phoenix
ASSISTANT CITY ATTORNEY II
ASSIGN: PROSECUTOR
(Non-classified)

JOB CODE 10121

Effective Date: 05/93

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to work independently on all but the most complex cases and legal assignments in the City Prosecutor's Office. Assignments are specialized as to type, such as: criminal trial work, motions, appeals, non-police enforcement, screening of requests for prosecution, probation enforcement, administration of diversion programs, and training of prosecutors and enforcement personnel. Incumbents work within the guidelines of established office policies, court procedures, and rules of evidence and procedure. Work is reviewed by an Assistant Bureau Chief and Lead Assistant City Prosecutor II to ensure quality control along stated office guidelines and policy. The independent performance of the more difficult duties described above and criminal prosecution experience required distinguish this class from the Assistant City Prosecutor I.

ESSENTIAL FUNCTIONS:

- Reviews and prepares cases before trial, including evaluating evidence, subpoenaing and interviewing witnesses;
- Prosecutes jury and non-jury cases, including major traffic and criminal matters;
- Prepares and argues pre-trial motions and motions in limine in court;
- Documents case files;
- Reviews cases and makes plea offers within office guidelines;
- Attends pre-trial disposition conferences;
- Conducts sentencing and probation revocation hearings;
- Reviews requests for petitions to revoke probation;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:



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Knowledge of:

- Court procedures and applicable court rules.
- State, federal, and municipal laws, including current accepted case interpretations.
- Basic principles of civil and criminal law.

Ability to:

- Analyze, organize, and present facts, evidence, and precedents orally and in writing.
- Present and argue cases in court.
- Analyze the limits of actions available to opponents and the probable course of action of opponents in court cases.
- Work cooperatively with other employees, customers, clients, and the public.
- Comprehend and make inferences from written material.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Communicate orally in the English language with customers, clients, and the public using a telephone and in group and face-to-face, one-to-one settings.

Additional Requirements:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Continued admission to the State Bar of Arizona.

ACCEPTABLE EXPERIENCE AND TRAINING:

One year of experience as a practicing criminal attorney (or one year as an Assistant City Prosecutor I), and graduation from an accredited school of law. Other combinations of experience and education that meet the minimum requirements may be substituted.