ASSISTANT CITY ATTORNEY III
ASSIGN: PROSECUTOR
(Non-classified)

JOB CODE 10131

Effective Date: 07/02

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to perform legal, professional, and administrative work, including the supervision of the Legal Section of the City Prosecutor's Office, Assistant City Prosecutors II, and support staff. A supervising Prosecutor consults with representatives of other City departments on criminal matters affecting the City Prosecutor's Office, serves as a member of the City Prosecutor's management team, participates in specialized legal and administrative assignments, performs legal research, drafts legal memoranda, and handles appellate oral arguments in the highest courts in the state and federal systems. Work is performed in accordance with established standards and practices of the legal profession and City and departmental policy. Performance is evaluated by the City Prosecutor and Deputy City Prosecutor through review of results achieved. The scale of work and supervisory responsibilities distinguish this class from the Assistant City Prosecutor II.

ESSENTIAL FUNCTIONS:

- Provides and ensures daily courtroom coverage of jury trials, non-jury trials, pretrial disposition conferences, arraignments, motion hearings and arguments;
- Researches legal issues and drafts legal memoranda;
- Supervises and evaluates team Assistant City Prosecutors II;
- Counsels and coaches team Assistant City Prosecutors II on performance and disciplinary issues;
- Prepares weekly team schedules and assigns motion responses;
- Handles high profile and conflict cases as assigned by Deputy City Attorney or Assistant Bureau Chief
- Conducts team meetings;
- Monitors performance and ensures Attorney II workload standards are met;
- Responds to procedural and policy questions from attorney team members and support staff;
- Keeps team members apprised of changes in the law and provides research materials and minute entries as appropriate;
- Handles special assignments from the Bureau Chief and Assistant Bureau Chief;
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- Represents the bureau at meetings and on office committees;
- Schedules and works with interns as directed;
- Serves as liaison for questions between support staff and attorneys, and between Assistant Bureau Chief and Assistant City Prosecutors II;
- Drafts nominations for office recognition of excellent legal work;
- Provides attorney coverage during the lunch period (lunch duty);
- Keeps Assistant Bureau Chief and Bureau Chief apprised of any potential and actual Office or courtroom issues or problems;
- Assists in implementing changes in bureau procedures;
- Presents legal and managerial reports orally and in writing;
- 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:

Knowledge of:

- Civil and criminal law, procedure, and appellate process.
- Principles of trial advocacy and applicable law.
- Principles and practices of personnel supervision.
- City, departmental, and office rules and regulations.
- Federal and state constitutional and statutory provisions relating to municipalities and the rights of citizens in criminal, traffic, and forfeiture cases.
- Court procedures and applicable rules.

Ability to:

- Utilize City codes, charter, and ordinances, especially those authorizing criminal penalties.
- 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.
- Review the work products of others to ensure accuracy.
- Perform a broad range of supervisory responsibilities.
- Enter and retrieve data or information from a terminal, PC or other keyboard device.
- Analyze alternative approaches to legal and managerial issues.
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.

• Remain in a sitting position for extended periods of time.

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:

Three years of experience as a practicing criminal attorney, graduation from an accredited school of law, and admission to the State Bar of Arizona. Other combinations of experience and education that meet the minimum requirements may be substituted.