



**City of Phoenix**

**DEPUTY CITY PROSECUTOR  
ASSIGN: CHIEF ASSISTANT  
(Non-classified)**

JOB CODE 10221

Effective Date: 03/00

**DISTINGUISHING FEATURES OF THE ASSIGNMENT:**

The Deputy City Prosecutor on assignment to Chief Assistant is responsible for assisting the City Prosecutor in planning, developing and implementing policies and procedures and the coordination and supervision of the Criminal Division of the Law Department. Supervision is exercised over all members of the Criminal Division staff. The incumbent acts as the City Prosecutor by assignment or delegation and has authorization to sign for the City Prosecutor on designated documents and legal pleadings.

This assignment is distinguished from the base class by the increased responsibility for coordinating and supervising all Bureaus and Units in the Criminal Division, the management and analysis of special projects, and by assuming the City Prosecutor's duties when assigned. The assignment is rotated among members of the base classification at the discretion of the City Prosecutor.

The fundamental reason this class exists is to supervise and manage one of the several major functional areas within the Criminal Division of the Law Department. Work is performed under the general supervision of the City Prosecutor and is evaluated based upon results achieved. The class is distinguished from the Assistant City Attorney IV by its full managerial and supervisory responsibility for overseeing the activities of a major Law Department bureau.

**ESSENTIAL FUNCTIONS:**

- Plans, organizes, manages, and directs the activities of an assigned bureau;
- Coordinates efforts in the prosecutorial process with the Police Department;
- Undertakes special projects at the direction of the City Prosecutor;
- Conducts staff and management meeting to disseminate information, policies, and directives;
- Supervises, trains, and evaluates professional, administrative, and clerical personnel;
- Oversees preparation and administration of budget in assigned bureau;



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- Conducts quarterly statistical analysis for trends and prepares and evaluates monthly statistical reports;
- Selects and trains new subordinates;
- Oversees the selection of personnel to attend continuing education seminars;
- Serves as a liaison to various agencies, boards, and departments;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- 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 criminal, traffic, and forfeiture law and appeal procedures related to violations of municipal ordinances and state statutes.
- Principles and practices of personnel management and 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:

- Exercise good judgment.
- Comprehend and make inferences from written material.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Work cooperatively with other employees, customers, clients, and the public.
- Perform a broad range of supervisory responsibilities over others.
- 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.
- Enter and retrieve data or information from a terminal, PC or other keyboard device.
- Remain in a sitting position for extended periods of time.

### **Additional Requirements:**



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- 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:**

Four years of experience as a practicing criminal attorney, including substantial involvement in the management process and policy making function of a law office, and graduation from an accredited school of law. Other combinations of experience and education that meet the minimum requirements may be substituted.