



# City of Kingman, Arizona

**Classification:** Prosecutor  
**Department:** City Attorney  
**Accountable To:** City Attorney  
**Created/Revised Date:** October 2016  
**FLSA Status:** Exempt      **Salary Grade:** 218      **Band:** D      **EEO4:** 2

## GENERAL DESCRIPTION OF POSITION

Performs professional legal work of considerable difficulty in the provision of legal services for the City Attorney's Office and various city departments and prosecutes misdemeanor crimes. The primary function of an employee in this class is to provide legal representation primarily involving misdemeanor criminal litigation including violations of City ordinances and Arizona Statutes. Incumbents work within the guidelines of established office policies, court procedures, and rules of evidence and procedure. Exercises a high degree of independence and initiative in complex work assignments and priorities.

## SUPERVISION RECEIVED

Work is performed under policy direction of the City Attorney and Assistant City Attorney in accordance with professional legal standards. Work is reviewed and evaluated on a day-to-day basis by the Assistant City Attorney, and periodically by the City Attorney, through conferences, written evaluation, and review of written and oral legal work, and the results obtained.

## SUPERVISION EXERCISED

Exercises functional supervision over legal clerical staff in the production of daily work product, and exercise indirect supervision in all other matters.

**ESSENTIAL DUTIES & RESPONSIBILITIES** Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- Prosecutes misdemeanor cases in the Kingman Municipal Court.
- Serves as a Special Prosecutor on occasion for other prosecuting agencies in which there is a conflict for the other agency.
- Consults with the Kingman Police Department, as well as officers from other agencies, regarding training and standards for the investigation of criminal cases.
- Reviews investigations for potential crimes and files long-form complaints as necessary. Reviews investigations for potential public nuisances and drafts and files civil petitions to abate those nuisances as necessary; Attends various court hearings regarding pending cases, including arraignment, initial appearance, pretrial conferences, status hearings, trials, Veterans' Treatment Court hearings, and appeals if necessary.
- Performs legal research and prepares documents for presentation in court, and argues on behalf of the State in criminal matters.
- Engages in negotiation of criminal pleas with *pro per* Defendants and Defendants represented by counsel.
- 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.
- Responds to oral or written defense motions, appeals, and special actions after researching and analyzing the facts of the case, the statutes, case law, rules of evidence, and criminal procedures.
- Makes charging decisions following review and evaluation of police reports in light of applicable law.
- Communicates with victims, explaining their rights at all stages of the criminal proceedings, getting their input regarding the impact of the crime against them, restitution options, and sentencing recommendations.
- Advises the Police Department on gathering and presentation of evidence, filing of charges, and other legal matters related to criminal cases.
- Discusses case results with superiors to evaluate and improve performance for future trial work.
- Participates in ongoing legal education to remain up-to-date on criminal and civil law.
- Analyzes, appraises, and organizes facts and precedents to present in a clear and logical form.
- Determines alternative courses of action and possible courses of actions of opponents.
- Demonstrates integrity and ingenuity in the performance of assigned tasks.
- Reviews police reports, witness statements, and physical or documentary evidence to determine whether to proceed with prosecution of misdemeanor criminal cases.
- Provides excellent customer service to both internal and external contacts.
- Responds to inquiries and complaints and makes necessary arrangements to resolve any problems as needed.
- Maintains regular attendance and punctuality.
- Maintains confidentiality of work-related information.
- Works in a safe manner and reports unsafe activity and conditions.
- Performs related work as required.

## **PERIPHERAL DUTIES**

- Serves as a member of various employee committees.
- Performs other duties as assigned.

## **WORK CONTACTS**

- Regular and frequent contacts with victims of crimes, as well as representatives of various social service agencies providing services to the victims.
- Regular and frequent contact with various City departments and police agencies, and officers of the court at all levels. Contact with other prosecutorial agencies as needed.
- Regular and frequent contacts with the other members of the State Bar, particularly defense attorneys and other prosecutors, regarding the resolution of cases.
- Contacts may involve confidential, sensitive and controversial subject matter and therefore requires the exercise of considerable tact and discretion.

## **DESIRED MINIMUM QUALIFICATIONS:**

### **Education and experience:**

- Completion of Juris Doctorate Degree from an accredited law school.
- One to two (1-2) years in the practice of law as an attorney or law clerk, in a criminal law field.
- One to two (1-2) years experience prosecuting criminal cases at the misdemeanor and/or felony level preferred.
- Any equivalent combination of education, experience, and training which provides the knowledge, skills and abilities necessary to perform the work.

### **Necessary Knowledge, Skills and Abilities:**

**Knowledge:** Considerable knowledge of criminal law, criminal procedure, municipal and/or public and administrative law, and the judicial process; Court procedures and applicable court rules; State, Federal, and municipal laws, including current accepted case interpretations; Basic principles of civil and criminal law; Working knowledge of supervision and

evaluation methods and techniques; Rules of professional conduct for attorneys; Methods and techniques of negotiations; trial techniques and procedures.

**Skills:** Skill in legal research, legal writing, trial preparation, oratory and verbal persuasion, and general skills in litigation; Operating a personal computer utilizing standard software and other specialized, automated legal software and research applications and sources; Working in a team environment; Providing customer service; Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to provide work direction, guidance and supervision of support staff.

**Abilities:** Ability to make significant and substantial independent legal decisions in individual cases based on a combination of factors including the law, policy and rules of ethics; Analyze, appraise, and organize facts, evidence, and precedents and to present such material in a clear and logical form; Present and argue cases in court; Stay current on criminal law issues; Determine alternative courses of action, and possible courses of action of opponents; Present and argue cases in court and to handle unanticipated problems smoothly and effectively; Analyze and organize facts, evidence and precedent and identify the determinative aspects of cases and present them in a clear and logical order; Establish and maintain effective working relationships with City staff, law enforcement agencies and officers, judicial staff, defense counsel, and the public; Work with and encourage victims of domestic violence offenses and other crimes, and to understand the unique dynamics of such cases; Comprehend and make inferences from written material; Produce documents in the English language using proper sentence structure, punctuation, grammar, and spelling; Effectively coordinate and organize work activities for support staff; Review or check the work product of others for conformance with standards; Effectively communicate complex technical information, orally and in writing, to a variety of work contacts; Carry out assigned projects to their completion; Use appropriate tact and consideration in dealing with complaints and questions; Follow and maintain safety standards and identify safety problems; Promote and adhere to safe work practices;

## **SPECIAL REQUIREMENTS**

- Current and continuing membership, in good standing, in the Arizona State Bar or able to obtain membership in the Arizona State Bar within six (6) month of hire.
- Possess a valid Arizona State driver's license or have ability to obtain one prior to employment.

## **WORK ENVIRONMENT**

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. See Physical Demands.

### **Expected Behavior/Quality of Services:**

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

**Commitment** – Dedicate oneself to consistent and excellent public service.

**Innovation** – Implement unique, creative and cost-effective solutions.

**Communication** – Communicate in a positive, honest and productive manner.

**Integrity** – Adherence to high ethical standards.

**Diversity** – Promote inclusiveness and impartiality throughout the organization.

**Personal Responsibility** – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

**Respect** – Demonstrate a high regard for others, support each other.

**Teamwork** – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

**All City employees are expected to conduct themselves consistent and in support with the above values.**

## **SELECTION GUIDELINES:**

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

**EMPLOYEE SIGN OFF:**

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Printed Name:** \_\_\_\_\_