



City of Tempe

CITY PROSECUTOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	649	<i>Department / Office:</i>	City Attorney
<i>Supervision Level:</i>	Deputy Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Attorney
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

****This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice**

REPORTING RELATIONSHIPS

Receives direction from the City Attorney.
Provides direct supervision to assigned staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Ten (10) years of legal experience, preferably in municipal law including trial work and legal research experience.
<i>Education:</i>	Juris Doctorate from an accredited law school.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Membership in the State Bar of Arizona, District Court Bar and the Court of Appeals Bar.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. To manage the daily functions of the City Attorney’s Office’s Criminal Division; to provide a professional legal service to the City; to provide highly complex staff assistance to the City Attorney.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Supervises and oversees the daily operations of the Criminal Division by setting goals and objectives, manages schedules and work priorities, provides guidance and addresses issues, conducts interviews and makes hiring decisions.
- Participate in the selection, training and evaluation of personnel; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Participate in reviewing and recommending the development and administration of the criminal division's budget; directing and recommending actions regarding office equipment, procedures, budget and personnel; monitor and approve expenditures.
- Recommend goals and objectives; assist in the development of policies and procedures.
- Provide pro-active performance planning utilizing performance management tools.
- Develop policies and procedures for prosecutors and staff to improve the efficient workflow and effectiveness of the prosecutor's office.
- Oversee and allocate resources and personnel and manage the budget effectively to support the needs of the office.
- Build positive relationships with law enforcement agencies, courts, city departments, other prosecution agencies and all other internal and external justice partners to foster collaboration and trust in the criminal justice system.
- Ensure that prosecutors and staff receive and attend training programs to enhance their skills and knowledge.
- Ensure all prosecutor activities adhere to applicable laws, rules, and ethical standards.
- Support other city departments by providing legal advice related to prosecution, including training for effective investigation and prosecution of city codes and serving as a hearing officer when needed. Prepare criminal cases for trial; interview witnesses; prepare documents; interview complainants to determine appropriateness of filing criminal charges; try jury and non-jury cases involving criminal matters.
- Determine amounts and appropriateness of restitution to be paid by defendant to victims of crimes; monitor compliance with ordered restitution payments; determine terms and conditions of probation; monitor compliance of probation.
- Consult with and advise adult diversion staff; approve all dismissals and re-filings sought by adult diversion staff.
- Consult with and advise police department regarding specific cases and general legal policies; respond to police and other enforcement personnel requests for information; advise police or other enforcement personnel on legal matters and procedures.
- Answer questions and provide information to the public regarding policy, procedure and case information; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Review City violations of zoning, tax, building safety and nuisance ordinances; file criminal cases regarding ordinance violations; advise and coordinate code enforcement practices and procedures relative to violations.
- Research, draft and propose new legislation or changes to existing legislation as required; recommend improvements in state statutes.
- Attend pretrial conferences with defendants, defense attorneys and judges; represent City in appellate matters; appear before legislative committees; visit incarcerated defendants to negotiate final dispositions of cases; and participate in calendar call with public defender.

- Perform related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY

Effective March 2024