



DATE	May 2007
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Chief Prosecutor
 DEPARTMENT/DIVISION: Legal
 REPORTS TO: City Attorney

SUMMARY: Responsible for the effective prosecution of cases in Municipal Court and provide representation in any civil enforcement of municipal violations. Coordinates workload with the Assistant City Attorney responsible for serving as a prosecutor. Work is performed with general direction, working from broad goals and policies.

ESSENTIAL JOB FUNCTIONS:

- Represents the City and/or State in municipal court dockets and criminal trials before a judge and jury and/or other related legal matters, which may include: determining cases to proceed to trial; determining if plea bargains are appropriate; making litigation decisions; and/or, performing other related activities.
- Responds to inquiries and requests for information from internal departments, attorneys, defendants, and witnesses regarding court procedures and/or other applicable legal issues.
- Responds to and resolves citizen inquiries that have a legal component.
- Represents the City in complex litigation in municipal and state courts; participates in formal discovery related to litigation matters.
- Prepares legal briefs, complaints, and/or other court-related documents and filings.
- Conducts research on criminal histories and driving records of defendants in preparation for court.
- Coordinates procedures with Court staff and Judges.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Lead responsibility over the Assistant City Attorney.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of applicable municipal, State, and Federal laws;
- Knowledge of criminal law principles;
- Knowledge of community resources;
- Knowledge of State and municipal ordinance prosecution principles;
- Knowledge of court methods and procedures;
- Knowledge of legal theory;
- Knowledge of legal terminology;

- Knowledge of parliamentary procedures;
- Knowledge of trial techniques and procedures;
- Knowledge of rules of evidence and related procedures.
- Skilled in prioritizing and assigning work to lower level staff;
- Skilled in prosecuting cases in courts;
- Skilled in applying legal principles to determinations on individual cases and problems;
- Skilled in performing research and analysis;
- Skilled in conducting negotiations;
- Skilled in analyzing, appraising and organizing facts, evidence, and precedents relevant to assigned cases;
- Skilled in preparing written opinions;
- Skilled in writing briefs;
- Skilled in strategically applying legal rules in court;
- Skilled in writing legal documents;
- Skilled in preparing depositions;
- Skilled in analyzing legal documents and instruments;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in speaking in public;
- Skilled in maintaining sensitive and confidential information;
- Skilled in prioritizing, organizing, and managing multiple projects;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

MINIMUM QUALIFICATIONS:

- Juris Doctorate.
- Five years of experience in practicing law with a municipal government, or serving as a district court prosecutor.
- Requires a License from the Texas State Bar.

PREFERENCES:

- None.

WORKING CONDITIONS:

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.
- Frequent exposure to criminal suspects and prison inmates.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.