

DATE	May 2007
JOB CODE	
FLSA	EXEMPT
EEO	

JOB TITLE: Prosecutor

DEPARTMENT/DIVISION: Legal REPORTS TO: City Attorney

SUMMARY: Under the general direction of the City Attorney, prepares and represents the State in cases on criminal and civil dockets and in criminal trials in the court room. Serves as a liaison with police, code enforcement, animal services, school officials, clerks, judges and defense attorneys regarding disposition of cases. Work is performed with general direction, working from broad goals and policies.

ESSENTIAL JOB FUNCTIONS:

- Represents the City in criminal and civil dockets and criminal trials 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 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 and argues criminal cases and/or appeals.
- Performs other duties as assigned.

SUPERVISORY/BUDGET RESPONSIBILITIES:

• None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 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 rules of evidence.
- 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;

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- 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 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 QUALIFICIATIONS:

- Juris Doctorate.
- Two years experience in a municipality practicing law.
- 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.

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