

**PROVO CITY CLASSIFICATION SPECIFICATION**

<b>Title:</b> Chief Prosecuting Attorney	<b>Job Code:</b> 4120
<b>Date:</b> November 16, 2016	<b>EEO Code:</b> PR
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Covered (Unclassified)

**DEFINITION:** This is professional legal services work with responsibility to oversee, supervise, and advise on all aspects of criminal law and prosecution matters for Provo City.

**CLASSIFICATION STANDARDS:** The single position assigned to this classification is responsible to the City Attorney and/or Deputy City Attorney and performs all duties under his/her general direction. The work of this class is distinguished from lower level attorneys by its responsibility to oversee all aspects of the prosecution function for Provo City.

**ESSENTIAL DUTIES:** Oversee, supervise, and advise on all aspects of the prosecution function for Provo City; ensure the efficient and competent prosecution of criminal cases within the jurisdiction of the City and as delegated by the City Attorney; supervise and direct the work of Assistant City Attorneys and support staff assigned to criminal prosecution; schedule workload of prosecution staff and assign cases and responsibilities; oversee training and certification of assigned personnel; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact rewards and/or discipline as needed; maintain and review all reports, work records, and other documents applicable to the prosecution function; assist in the development and implementation of policies; ensure compliance of assigned staff with applicable rules, regulations, policies, procedures, and proceedings.

Provide legal advice, counsel, and assistance to the Mayor, City department heads, employees, court personnel, police personnel, the public, and other applicable groups and agencies on criminal matters; train and advise Police Department personnel in the areas of search and seizure, laws of arrest, evidence, use of force, obscenity, controlled substance, domestic violence, and other areas of criminal law and police liability.

Perform municipal prosecutor duties as directed by the City Attorney; oversee and participate in the prosecution of criminal cases; prepare pleadings and negotiate and approve plea deals; research and argue legal concepts and principles; interview witnesses; conduct bench and jury trials, motion hearings, and other related trial work; provide recommendation of sentence when appropriate; screen criminal law violations presented by the Police Department to determine which, if any, criminal charges should be filed; communicate the City's position on legal issues clearly and concisely to other persons or groups; represent the City in judicial proceedings and negotiations; perform other duties as required.

**MINIMUM REQUIREMENTS:** Juris Doctorate degree from an accredited law school; and six (6) years of legal experience as a practicing prosecuting attorney, including trial experience and two years of progressively responsible supervisory duties.

License(s). Must possess a valid, lawful driver's license; maintain active membership in the Utah State Bar Association, including admission to practice before all state courts, and when required by the City Attorney, the U.S. District Court for the District of Utah.

**SELECTION FACTORS:** *Knowledge of:* the principles and practices of Criminal Prosecution as required by the City Attorney's Office and the position; applicable judicial procedures including Rules of Evidence, Rules of Criminal Procedure, Rules of Appellate Procedure, and so forth; the criminal code and other related laws, codes, rules, and regulations; ethical principles; modern supervisory and management techniques. *Skill in:* litigation and trial advocacy; conducting legal research; legal writing, including legal briefs and memos; analytical problem solving; analyzing and evaluating complex legal cases and issues and in guiding research and trial strategies; the effective presentation of cases in Federal and State Court; observing and remembering details; scheduling and coordinating the work of others; practicing behaviors that build trust with others. *Ability to:* exercise independent judgment while evaluating situations and in making determinations; analyze, evaluate, and organize facts, evidence, and legal procedures; present information verbally and in writing in a clear and logical form; establish tactful, effective, non-judgmental relationships with the public and parties affected by the court, the Administration, and these processes; deal with stressful situations firmly, tactfully, and with respect for individual rights; maintain effective working relationships with the citizens from varied racial, ethnic, and economic backgrounds; maintain a positive liaison with Police and other departments involved in the enforcement of ordinances; train, supervise, evaluate, and improve the work of subordinates; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards others; demonstrate a high level of commitment to the principles of positive customer service.

**TOOLS AND EQUIPMENT USED:** Computer, telephone, copy machine and other general office equipment, and legal books.

**PHYSICAL DEMANDS:** This work requires remaining seated at a computer and maintaining concentrated attention to detail for extended periods of time. Requires court appearances and depositions in public and private buildings. Exposure to stressful situations, including strict deadlines, broad objectives, and dealing with individuals in highly emotional states.

**ENVIRONMENTAL FACTORS:** Work is performed inside an environmentally controlled building. Work may expose incumbent to unknown, dangerous, and/or hostile conditions.

*Note: Employees occupying positions within this classification are prohibited from carrying out any private law practice which would potentially generate a conflict of interest and/or representing a party in an adversarial relationship with Provo City. Private professional endeavors are subject to review by the City Attorney and the Administration for approval.*

*Robert A. West*

Department Director

*11-9-2016*

Date

Mayor/Chief Administrative Officer

*11/16/16*

Date

*NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.*