



# City of Tempe

## ASSISTANT CITY PROSECUTOR

### JOB CLASSIFICATION INFORMATION

|  |                           |                                |  |
|--|---------------------------|--------------------------------|--|
| <i>Job Code:</i>                       | 644**/512                 | <i>Department / Office:</i>    | City Attorney / City Prosecutor's Office |
| <i>Supervision Level:</i>              | Non-Supervisor            | <i>State Retirement Group:</i> | ASRS                                     |
| <i>Status:</i>                         | Unclassified**/Classified | <i>Market Group:</i>           | Assistant City Prosecutor                |
| <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 Deputy City Attorney.

Provides direct supervision to assigned staff.

### MINIMUM QUALIFICATIONS

|                                 |  |
|---------------------------------|--|
| <i>Experience:</i>              | One (1) year of criminal law experience.                   |
| <i>Education:</i>               | Juris Doctorate from an accredited law school.             |
| <i>License / Certification:</i> | Membership in good standing with the State Bar of Arizona. |

### 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 provide a wide range of professional legal services in preparing and prosecuting cases in traffic criminal court including arraignments, pre-trial conferences, hearings and trials as assigned; providing legal assistance to the Police Department related to misdemeanor prosecutions.

### 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.

- Represent the City in criminal litigation in court; prepare pleadings, substantive and procedural motions, discovery and trial exhibits and filings; and try cases until dismissed, settled or determined by court or jury.
- Represent the City in State and court; perform legal research; and prepare appellate briefs and oral arguments.
- Prosecute traffic, criminal code and zoning violations and comparable cases in City courts; prepare legal pleadings; research technical and scientific aspects of evidence; negotiate plea agreements; formulate trial strategies; and interview and prepare witnesses to testify at trial.
- Contact attorneys and defendants regarding pending cases; collect and provide discovery to defendants and defense attorneys; determine amounts and appropriateness of restitution to be paid by defendant to victims of crimes; monitor compliance with ordered restitution payment; determine terms and conditions of probation; and monitor compliance.
- Attend meetings with department officials and employees to discuss legal questions, code enforcement policies, personnel policies, impacts of planning decisions and procedures to be followed in various actions.
- When called upon, mentor and assist in the professional development of less-experienced attorneys on staff and legal interns.
- Assist in the functional supervision and evaluation of support staff in the City Attorney's Office – Criminal (City Prosecutor's Office).
- Monitor new legislation and recently decided case law; and attend continuing legal education seminars.
- Perform related duties as assigned.

## COMPETENCIES

| CLASSIFICATION LEVEL | INCLUDES      | COMPETENCIES   |
|----------------------|---------------|--|
| 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  |

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective June 2001*

*Revised January 2002*

*Revised April 2004 (unclassified to classified status)*

*Revised September 2005 (inclusion of prosecutorial assignments)*  
*Revised February 2006 (inclusion of litigation assignment)*  
*Revised September 2007 (clearly defined task by assignment – experience reduced to a min. of 3 years)*  
*Revised April 2010 (update job duties, exp when assigned to Water, and added examples of physical and/or mental activities)*  
*Revised November 2013 (classified to unclassified for new employees)*  
*Revised August 2014 (update job duties, and supervision received)*  
*Revised April 2018 (minor changes to essential function)*  
*Revised September 2022 (update job duties when assigned to Civil Litigation)*  
*Revised November 2023 (reclassified the Asst. City Attorney into two distinct job classifications based upon assignment in either the civil or criminal division)*  
*Revised May 2024 (update job duties)*

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: Assistant City Prosecutor**

**Job Code: 644 / 512**

|  | Never      | Occas.        | Freq.          | Contin.         |
|--|------------|---------------|----------------|-----------------|
| ENDURANCE / ENVIRONMENT / MOVEMENT           | 0% of time | 1-35% of time | 36-65% of time | 66-100% of time |
| Sit  |            |               | X              |                 |
| Stationary / Stand                           |            |               | X              |                 |
| Move / Traverse                              | X          |               |                |                 |
| Machinery*                                   | X          |               |                |                 |
| Electrical*                                  | X          |               |                |                 |
| Power Tools*                                 | X          |               |                |                 |
| Hand Tools*                                  | X          |               |                |                 |
| Personal Protective Equipment*               | X          |               |                |                 |
| Respirator*                                  | X          |               |                |                 |
| Airborne Chemical Exposure                   | X          |               |                |                 |
| Airborne Biological Exposure                 | X          |               |                |                 |
| Computer Software                            |            |               |                | X               |
| Physically handling of chemicals             | X          |               |                |                 |
| Indoors                                      |            |               |                | X               |
| Outdoors                                     |            | X             |                |                 |
| Around, in or on water                       | X          |               |                |                 |
| Extreme Heat                                 | X          |               |                |                 |
| Extreme Cold                                 | X          |               |                |                 |
| Office Setting                               |            |               |                | X               |
| Confined Spaces                              | X          |               |                |                 |
| Excessive Noise**                            | X          |               |                |                 |
| Heights                                      | X          |               |                |                 |
| Sewage Exposure                              | X          |               |                |                 |
| Bodily Fluid or bloodborne pathogen exposure | X          |               |                |                 |
| Bend / Stoop / Twist                         |            | X             |                |                 |
| Crouch / Squat                               |            | X             |                |                 |
| Kneel / Crawl                                | X          |               |                |                 |
| Above Shoulder Level                         | X          |               |                |                 |
| Below Shoulder Level                         | X          |               |                |                 |
| Repetitive Arm Use                           |            | X             |                |                 |
| Repetitive Wrist Use                         |            | X             |                |                 |
| Repetitive Hand Use                          |            | X             |                |                 |
| Climb Stairs / Ladders                       | X          |               |                |                 |
| Neck Range of Motion                         | X          |               |                |                 |
| Traverse Uneven Surface                      | X          |               |                |                 |
| Traverse Even Surface                        | X          |               |                |                 |

| VEHICLE OPERATION                                       | YES | NO |
|---|-----|----|
| Will this position drive a City vehicle?                | X   |    |
| Will this vehicle require a Commercial Drivers License? |     | X  |

| VISION REQUIREMENTS   | YES | NO |
|---|-----|----|
| Close (clear vision at 20 inches or less)   | X   |    |
| Distance (clear vision at 20 feet or more)  |     | X  |
| Color (ability to identify and distinguish colors)                                      |     | X  |
| Depth Perception (three-dimensional vision, ability to judge distances and              |     | X  |
| Peripheral (ability to observe an area that can be seen up and down or to the           |     | X  |
| Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus) | X   |    |

| Maximum LIFT / CARRY | Lift | Carry | Maximum PUSH / PULL | Push | Pull |
|----------------------|------|-------|---------------------|------|------|
| 5-25lbs              | X    | X     | 5-25lbs             | X    | X    |
| 26-50lbs             |      |       | 26-50lbs            |      |      |
| 51-75lbs             |      |       | 51-75lbs            |      |      |
| 76-100lbs            |      |       | 76-100lbs           |      |      |

| ADDITIONAL CONSIDERATIONS:  |
|---|
| <ul style="list-style-type: none"> <li>- May require working extended hours.</li> <li>- May work alone for extended periods of time.</li> <li>- May travel to/from meetings and various locations.</li> </ul> |

| *DEFINITIONS/EXAMPLES   |
|---|
| <b>Machinery:</b> bucket truck, riding mowers, backhoe etc.   |
| <b>Electrical:</b> wiring, outlets, fuses etc.  |
| <b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.                                       |
| <b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.                                   |
| <b>Personal Protective Equipment:</b> Tyvek coveralls, hard hats, fall protection harness etc.            |
| <b>Excessive Noise</b> exists when you raise your voice to communicate with someone who is 3 ft away.     |
| <b>Respirators:</b> 1/2 face or full-face cartridge.  |
| <b>Hepatitis A and Hepatitis B</b> vaccinations are offered to employees in the OSHA bloodborne pathogens |

**\*\*Hearing test is required**