

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Municipal Prosecutor

**Department:** Administration

**Pay Grade:** 516

**FLSA Status:** Exempt

**Job Code:** A202

#### JOB SUMMARY

The purpose of this classification is to represent the City of Roswell as legal counsel in prosecution of cases, to include managing and conducting litigation, recommending disposition of cases, conducting legal research, interpreting laws and regulations, providing legal advice, and overseeing activities of support staff in/out of court.

#### ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Interprets, explains, applies, and ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Consults with Court Administrator, City Attorney, City officials, judges, outside counsel, and other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Assists in directing operations and activities of the assigned division: makes budgetary recommendations; assists in monitoring division expenditures to ensure compliance with approved budget.
- Manages assigned caseload to prosecute ordinance and misdemeanor cases falling within jurisdiction of the City of Roswell Municipal Court: researches, prepares, and litigates cases brought before the Court in arraignments, hearings, and bench trials; reviews case records,

statements, and related documentation; interviews witnesses and victims; calculates court costs and fines; evaluates strengths/weaknesses of cases and, determines validity of cases, and makes recommendations concerning disposition of cases.

- Conducts pre-trial negotiations and arraignments: conducts plea negotiations, plea bargaining, and plea recommendations; prepares pleadings for negotiations with defense attorneys and for presentation to court; conducts negotiations with attorneys and/or with defendants without legal representation.
- Conducts bench trials: presents legal issues related to all motions and pleas; prepares court documents, motions, briefs, exhibits, and opening/closing statements; prepares witnesses for trials; determines trial strategies and determines best method of obtaining favorable resolution of cases; determines and prepares sentencing recommendations.
- Conducts legal research to identify current law and changes in law, to locate case authorities or other law, to identify precedents, or to locate other information: conducts research of law books, electronic data sources, Internet sites, hardcopy materials, or other sources.
- Provides legal counsel, recommendations, and advice regarding court cases or other functions related to the business of the Court.
- Prepares or completes various forms, reports, correspondence, performance evaluations, legal documents, litigation documents, legal pleadings, motions, briefs, court orders, plea recommendations, sentence sheets, opening/closing statements, court documents, or other documents.
- Receives various forms, reports, correspondence, warrants, citations, police reports, driving records, criminal history reports, crime laboratory reports, medical reports, witness statements, depositions, defense motions, attorneys' letters, court calendars, court orders, legal documents, maps, grids, laws, ordinances, legislative updates, policies, procedures, manuals, directories, research materials, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, court case management, legal research, e mail, Internet, or other computer programs.
- Communicates with City Attorney, Court Administrator, City officials, other departments, employees, attorneys, outside counsel, judges, court personnel, defendants, victims, witnesses, jurors, law enforcement personnel, state/federal agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Attends meetings, serves on committees, and makes presentations as needed.
- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends bar meetings, conferences, workshops, and training sessions as appropriate.
- Performs general/clerk tasks, which may include delivering cases to other courts, answering telephone calls, making copies, sending/receiving faxes, or filing documentation.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

## MINIMUM QUALIFICATIONS

### **Education and Experience:**

Requires a Juris Doctorate required; five (5) years as a member of the Georgia Bar Association; supplemented by six (6) years previous experience and/or training that includes municipal law, criminal law, traffic law, prosecution in state/federal courts, general law practice, courtroom procedures, legal research, case management, personal computer operations, and supervision; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Licenses or Certifications:**

- Possess and maintain valid State Bar of Georgia Law License, with membership in good standing to practice law in Georgia Courts.
- Possess and maintain valid membership in the Prosecuting Attorneys Council
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

### **Special Requirements:**

- None

### **Knowledge, Skills and Abilities:**

- Knowledge of criminal prosecution, including the litigation process, trial strategies and techniques, interviewing techniques, pre-trial negotiations, and plea bargaining.
- Knowledge of principles, methods, and guidelines associated with municipal law, including the judicial system, courtroom rules/procedures, filing of legal documents, legal research, and interpretation of laws.
- Knowledge of City, county, state, and federal laws, ordinances, and statutes.
- Ability to effectively research City, County, State, and Federal authorities, case law, and other legal resources.
- Ability to read and understand statutes, case law, and legal terms and theory.
- Ability to prepare legal documents, motions, pleadings, and other legal documents.
- Ability to effectively lead, motivate, and evaluate assigned staff.
- Ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.
- Ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

#### **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*