



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Chief Deputy City Attorney (Criminal)

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| Department: Legal | Reports to: City Attorney | Pay Grade: H17 |
| Date Established: 3/2014 | Date Revised: 8/2017 | FLSA Status: Exempt |

CLASSIFICATION SUMMARY

The Chief Deputy City Attorney (Criminal) directs the prosecution of criminal misdemeanor and traffic infractions committed within the City. As the Chief Deputy, the job provides advice and counsel to other professional staff and employees of other City departments with direct supervision of the Deputy City Attorney (Criminal) and two Legal Assistant positions.

This is a professional attorney position requiring a law degree from an accredited university and membership in good standing in the Idaho State Bar Association. The job requires knowledge of civil and criminal court processes and procedures and experience prosecuting criminal cases in court.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office and courtroom environment. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Directs the preparation of and prosecutes criminal misdemeanor and traffic infractions committed within the City including appeals. Coordinates prosecutions and strategies with Bannock County and Chubbuck prosecutors as needed. Coordinates prosecution and case strategy with police officers involved prior to trial. Answers inquiries from and provides legal counsel to City departments and staff members.

Reviews City Police Department reports submitted for prosecution and advises officers on appropriate charges or additional investigation and/or evidence needed for prosecution. Works with City Police Department to ensure police practices are legal and defensible. Advises and trains City police officers on appropriate legal procedures in the field and in court.

Trains, supervises, schedules, evaluates, and disciplines employees (i.e., 2 Legal Assistant positions and Deputy City Attorney (Criminal)).

Stays current with changes in state statutes, City ordinances, and legal procedures.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Idaho criminal and civil court system and court processes and procedures;
- Legal terminology;
- Legal procedures and documents including, but not limited to, search warrants, jury instructions, motions, and responses to suppress and dismiss;
- Witness preparation;

- Idaho criminal, civil, and tort statutes;
- City codes, ordinances, policies and procedures;
- Employee training, scheduling, supervision, evaluation, and disciplinary methods and techniques;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Direct the preparation of and prosecute criminal misdemeanor and traffic infractions committed within the City, including appeals;
- Review City Police Department reports submitted for prosecution and advise officers on appropriate charges or additional investigation and/or evidence needed for prosecution;
- Work with City Police Department to ensure police practices are legal and defensible;
- Advise and train City police officers on appropriate legal procedures in the field and in court;
- Train, supervise, schedule, evaluate, and discipline employees;
- Develop a prosecution plan and coordinate prosecution efforts to ensure directions and expectations are met by staff;
- Coordinate prosecutions and strategies with Bannock County and Chubbuck prosecutors as needed;
- Coordinate prosecution and case strategy with police officers involved prior to trial;
- Prosecute criminal cases in court, including but not limited to, selecting a jury, advocating for the City, presenting opening and closing statements, presenting evidence, examining and cross-examining witnesses, and presenting and opposing motions;
- Stay current with changes in state statutes, City ordinances, and legal procedures;
- Answer inquiries from and provide legal counsel to City departments and staff members;
- Research and prepare legal briefs on criminal matters including appeals;
- Prepare and review City ordinances and legal documents;
- Operate standard office equipment;
- Operate a personal computer including job-related software applications;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language verbally and in writing at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's degree and law degree from accredited university is required;
- Membership in good standing in the Idaho State Bar Association is required;
- Five (5) years criminal courtroom experience required and five (5) years of attorney and staff oversight and management experience preferred;

An equivalent combination of education and experience that provides the required skills, knowledge, and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties

require sitting for long periods, accessing stored file boxes and file cabinets, and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception, and ability to adjust focus, conduct research, and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone, or electronic mail. While performing the duties of this classification, the employee works in an office and courtroom setting where the noise level in the work environment is usually moderate.

Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.