



# CITY OF POCATELLO CLASSIFICATION SPECIFICATION

## Deputy City Attorney (Criminal)

Department: Legal

Reports to: Chief Deputy City Attorney (Criminal)

Pay Grade H16

Date Established: 3/2014

Date Revised: 8/2017

FLSA Status: Exempt

### **CLASSIFICATION SUMMARY**

The Deputy City Attorney (Criminal) assists the Chief Deputy City Attorney/Criminal Prosecutor in the prosecution of misdemeanor and traffic infractions. The job directs the City's domestic violence prosecution program.

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 and litigating civil 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)***

Acts as legal counsel and assists the Chief Deputy City Attorney/Criminal Prosecutor. Prosecutes misdemeanor and traffic infractions, including appeals. Directs the City's domestic violence prosecution program in conjunction with the Bannock County Domestic Violence Court. Prosecutes domestic violence cases. Coordinates efforts of police, victim witness coordinator and other victim advocates, victim, and Domestic Violence Court personnel in the prosecution and resolution of domestic violence cases. Assists in the research and litigation of civil cases, as needed. Provides legal assistance and counsel to the City police department. Researches and prepares legal briefs on criminal matters, including appeals. Represents the City to the Bannock County Domestic Violence and Sexual Assault Task Force and other community and law enforcement groups, committees, and agencies, as assigned.

Directs and assigns work to legal staff assistants.

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;
- Idaho criminal, civil, and tort statutes;
- Idaho criminal and civil case law;
- City codes and ordinances;
- City policies and procedures;
- Operation of standard office equipment;

- Operation of a personal computer and job-related software applications.

**Skill and Ability to:**

- Act as legal counsel and assist the Chief Deputy City Attorney/Criminal Prosecutor;
- Prosecute misdemeanor and traffic infractions, including appeals;
- 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;
- Direct the City's domestic violence prosecution program in conjunction with the Bannock County Domestic Violence Court. Prosecute domestic violence cases;
- Coordinate efforts of police, victim witness coordinator and other victim advocates, victim, and Domestic Violence Court personnel in the prosecution and resolution of domestic violence cases;
- Assist in the research and litigation of civil cases, as needed;
- Provide legal assistance and counsel to the City police department;
- Research and prepare legal briefs on criminal matters, including appeals;
- Represent the City to the Bannock County Domestic Violence and Sexual Assault Task Force and other community and law enforcement groups, committees, and agencies, as assigned;
- Provide direction, including assigning work to, legal assistants;
- 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;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set task priorities;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language 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;
- Three (3) years' experience as a practicing attorney required and criminal courtroom 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.