



## JOB DESCRIPTION

Title: **ASSISTANT CITY PROSECUTOR**  
Department: Attorney  
Class Code: 2177  
FLSA Status: Exempt  
Effective Date: July 1, 2002 (Rev. 10/2017)

### GENERAL PURPOSE

Under the general supervision of the City Attorney and City Prosecutor, prepares and handles criminal prosecutions. Assists the City Attorney in civil matters for the City as assigned.

### ESSENTIAL DUTIES

- Under direction of the City Attorney and City Prosecutor, performs criminal prosecution work; conducts legal research; handles appeals; appears in court, as necessary, to prosecute and dispose of criminal cases.
- Screens possible criminal prosecutions from police.
- Makes court appearances; prepares criminal cases for pre-trial and trial; prepares necessary pleadings.
- Prepares ordinances.
- Handles appeals to the State District and Appellate courts.
- As directed by the City Attorney, performs civil legal work.
- Performs other related duties as required.

### MINIMUM QUALIFICATIONS

#### Education and Experience

- Graduation from an accredited law school with a JD degree.

#### Special Requirements

- Must be a member of the Utah Bar Association at the time of appointment.

#### Necessary Knowledge, Skills and Abilities

- Skill in writing, and in analyzing legal issues.
- Ability to communicate effectively verbally and in writing; ability to apply and argue the law to very specific cases.
- Ability to communicate and deal with the general public, sometimes under stressful circumstances.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and spreadsheet software; phone; fax and copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, walk and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in a court and office setting.
- The work of the Assistant City Prosecutor usually involves a heavy caseload in a court setting. Further, the work is adversarial and involves conflict. As such, the work is very stressful.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_