

CITY OF SALINA

POSITION DESCRIPTION

CLASS TITLE: City Prosecutor GR: Y FLSA: EX DATE: 2/24/2016

DEPARTMENT: Municipal Court DIVISION: NA

REPORTS TO: City Manager APPROVED: _____ JOB CODE: 7046

GENERAL DESCRIPTION:

Under limited supervision, performs a variety of complex administrative, technical and professional work in prosecuting crimes, drawing up legal documents, advising City officials as to legal rights, obligations, practices and other related phases of applicable local, state or federal law. Work is difficult and requires significant interpretative judgement in variation from established procedures and standards.

TYPICAL DUTIES:

- Prosecutes all violations of the City code in the Salina, Kansas Municipal Court and cases appealed to Saline County District Court, and on further appeal to the Court of Appeals and or Supreme Court, including criminal, traffic, building code, zoning and nuisance cases/violations
- Gathers evidence and conducts research; prepares legal briefs; develops strategy, arguments and testimony; interviews victims, police officers and witnesses; handles other details in trial preparation
- Interprets laws, rulings and regulations for City officials and staff in assigned area of responsibility; represents the City and Municipal Court before quasi-judicial or administrative agencies of government; issues written and oral opinions
- Supervises administrative support staff; prepares studies, reports and related information for decision-making purposes; evaluates and administers diversion decisions; receives phone calls and responds to citizen inquiries; handles confidential/restricted information
- Works varied hours as required and performs other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Supervises assigned administrative support staff.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Minimum requirements include graduation from an accredited law school with a Juris Doctor Degree in law and one (1) year of experience as a practicing attorney, preferably with an emphasis in criminal law and with substantial trial experience. Supervisory experience preferred. Must possess a license to practice law in the state of Kansas. Possession of a valid Kansas driver's license.

RESIDENCY REQUIREMENTS:

This position has a 40 minute response time by way of the most direct route and within the posted speed limits; or must live within the city limits of Salina, Bennington, Minneapolis, McPherson, Solomon, Abilene, or Carneiro.

ESSENTIAL JOB FUNCTIONS:

- Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)
- Maintain and exhibit discretion at all times when handling confidential information. (Daily)
- Effectively assign and supervise personnel. (Daily)
- Write letters and prepare documents of a technical nature in a clear, logical and concise manner. (Daily)

ESSENTIAL JOB FUNCTIONS (cont.):

Possess and exercise effective negotiation skills. (Daily)

Remain up-to-date on legislative changes and case law related to Municipal Court prosecution. (Daily)

Maintain a working knowledge of community social services available for victims and defendants. (Daily)

Maintain and apply knowledge of the principles, practices and ethics of legal administration. (Daily)

Effectively communicate orally and in writing. (Daily)

Exercise sound judgement in decisions and interpretations. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Minimal amount required

Stooping/Bending: Infrequently

Stand/Sit: Sit about 75 percent of the time

Reaching: Occasional, overhead as well as horizontal

Vision: Adequate to perform essential functions

Color Vision: Adequate to perform essential functions

Hearing: Adequate to perform essential functions

Speech: Frequently express ideas and be understood

Eye/ Hand/ Foot/ Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: Minimal exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to communicate effectively, both orally and in writing.

Ability to organize information for concise written and oral presentation.

Ability to read and comprehend technically-written material.

Ability to evaluate and execute possible courses of action.

Ability to listen to and apply information and instructions.

Ability to work in some stressful situations and meet deadlines.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS USED:

Computer, fax, scanner, copy machine, telephone, and calculator.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.