



Town of Oro Valley Classification Description

Title: **ASSISTANT TOWN PROSECUTOR**
Job Code: 1225
FLSA Status: Exempt

Department: Legal Department
Salary Grade: 123

POSITION SUMMARY:

Under general supervision, engages and prosecutes civil, misdemeanor and some limited juvenile violations in the Oro Valley magistrate court.

ESSENTIAL JOB FUNCTIONS:

- A. Plans, organizes, implements and seeks alternative approaches to prosecution activities and administrative functions.
- B. Applies extensive knowledge, skills and abilities in carrying out broad operations, projects and work assignments.
- C. Reviews legislation affecting criminal prosecution.
- D. Prepares standards and procedures of law practice for professional and administrative support staff.
- E. May prepare and provide training related to prosecution activities for police officers.
- F. Appears in court to administer criminal prosecution.
- G. Meets with Attorneys, victims, defendants, civilians, witnesses and police officers to discuss matters pertaining to criminal law.
- H. Participates in prosecution investigation, file review, case preparation, trial work and legislative analysis.
- I. Conducts legal research and prepares legal reports, papers and opinions.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes and regulations governing municipal law and prosecution matters.
- Knowledge of judicial procedures, rules of evidence and methods of legal research.
- Knowledge of Town and Department policies and procedures.
- Knowledge of personal computer hardware and software.
- Skill in performing varied duties requiring many different and unrelated approaches and methods applied to a broad range of activities requiring a substantial depth of analysis.
- Skill in interpreting laws, regulations, policies, procedures and guidelines.
- Skill in preparing court documents and legal opinions.
- Skill in gathering, analyzing and organizing facts and evidence.
- Skill in verbal and written communication.

MINIMUM QUALIFICATIONS:

- Juris Doctor Degree.
- Must possess at time of application and maintain throughout the term of employment in this position, a license to practice law in the state of Arizona.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.