Job Description

Job Title:	Assistant City Prosecutor	Classification:	Unclassified
Department:	Legal Services	Grade:	330
Occupational Group:	Attorney	FLSA:	Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under limited supervision; provides legal counsel and representation to the management, staff, and officials of the City of Joplin; prosecutes cases on behalf of the City of Joplin in Joplin Municipal Court and other courts of competent jurisdiction.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Reviews cases involving violation of City Code; signs charging documents when prosecution is warranted.
2. Researches law and investigates facts. Prepares witnesses and cases for presentation in Court should the matter be tried or if an issue is to be postured to the Court.
3. Prosecutes City Code violations in Court.
4. Answers questions from the public regarding City Code.
5. Prepares and prosecutes cases filed regarding City ordinance violations which includes completing research and investigations, as well as appearing in Court.
6. Provides counsel regarding municipal violations to appropriate City officials, department heads, and City employees.
7. Confers with citizens and defense attorneys with respect to alleged ordinance violations and necessary corrective action.
8. Confers with victims and witnesses in criminal cases.
9. Researches, interprets, and applies local laws and ordinances, as well as Federal and State statutes.
10. Performs office administration tasks, such as typing, filing, copying, etc. and other tasks as needed or assigned by the City Prosecutor and City Attorney.
11. Prepares or assists in the preparation of City ordinances.
12. Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.

Other Duties

- Attends conferences, seminars or other training for professional development purposes.
- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Missouri statutes impacting municipalities; City of Joplin Code; practices, procedures, and techniques for effectively prosecuting violations of City Code in Municipal Court; legal reference resources and research techniques used to prepare and present an effective prosecution of City Code

violations in Municipal Court; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with department directors, defense attorneys, and the public; oral and written communication and media relations; interpreting State and Federal laws, rules, and regulations impacting municipal governments in the State of Missouri; interpreting City ordinances, rules, and regulations; Microsoft Office Suite.

Education: Graduation from an accredited law school with a Juris Doctorate degree.

Experience: Previous experience as a prosecutor, criminal defense attorney or other legal experience preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Licensed and member in good standing of the Bar by the State of Missouri throughout employment.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	