Job Description

Job Title:	City Prosecutor	Classification:	Unclassified
Department:	Legal Services	Grade:	340
Occupational Group:	Attorney	FLSA:	Exempt
Status:	Full-Time	Supervisory:	Yes

Primary Purpose

Under limited supervision; provides legal counsel and representation to the management, staff, and officials of the City of Joplin. The City Prosecutor provides guidance and supervision to staff assigned to the Prosecutor's Office. Reviews charges and, if prosecutable, 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. Serves as the Chief Prosecutor, which includes the supervision of personnel, services, and activities including the appointment, promotion, evaluation, and discipline of Prosecutor's Office staff.
2. Reviews citations involving violation of City Code; signs charging documents when prosecution is warranted.
3. Researches the 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.
4. Develops methods and workflow procedures for the Prosecutor's Office to respond positively with changes in court automation requirements imposed on municipal courts by the Missouri Supreme Court, as needed.
5. Prosecutes City Code violations in Court; answers questions from the public regarding City Code.
6. Prepares and prosecutes cases filed regarding City ordinance violations which includes completing research and investigations, as well as appearing in Court.
7. Provides counsel regarding municipal violations to appropriate City officials, department heads, and City employees.
8. Confers with citizens and their defense counsel with respect to alleged ordinance violations and case dispositions.
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.
11. Prepares or assists in the preparation of City ordinances.
12. Coaches and develops direct reports by providing regular feedback regarding employee performance. Provides timely and constructive feedback through the formal evaluation process.
13. Addresses employee performance concerns in compliance with established policies and procedures. Participates in the disciplinary process by providing critical input prior to the Department Director issuing a final recommendation for disciplinary action in compliance with the City's policies and procedures.
14. Participates in hiring and promotional processes by providing critical input to the Department Director and Human Resources regarding hiring and promotional opportunities. Cooperates and coordinates with the City Human Resources Department to comply with rules and regulations related to recruitment, hiring, and promotional processes.

15. Develops and manages the Prosecutor's Office annual budget and serves as the subject matter expert for divisional budget requests included in the departmental budget. Reviews and recommends budget expenditures for non-personnel costs, to the City Attorney to ensure spending is minimized and services are maximized throughout the fiscal year, in compliance with the City's purchasing policies and procedures, and are authorized in the budget.
16. 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 persuasive 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: Two years of experience as a Prosecutor or criminal law defense practice with an emphasis on court procedure, criminal procedure, negotiation and conflict resolution is preferred, but not required.

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.	