JOB DESCRIPTION

JOB TITLE:	Assistant Prosecuting Attorney		
DEPARTMENT:	Administration	DIVISION:	Prosecution
REPORTS TO:	City Prosecutor		
SUPERVISES:	None		
FLSA STATUS:	Exempt	EFFECTIVE DATE:	2/1/2019

POSITION SUMMARY

Under moderate supervision, this professional position performs difficult work assisting the City Prosecutor in the preparation and presentation of city criminal prosecution cases in Clay County District Court. Additional duties include interacting with prosecution staff, court personnel, litigants, attorneys and crime victims. This position exercises no supervisory responsibilities.

ESSENTIAL FUNCTIONS: *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Prosecute criminal cases, including reviewing reports and citations from area law enforcement; determine appropriate charges to be filed; draft complaints; analyze evidence; confer with law enforcement officers; direct and conduct follow-up investigations; speak with and prepare witnesses for trial; review applicable ordinances, rules, statutes, and case law.
- Attend court hearings and make legal arguments for their cases; provide coverage for court hearings when others are unavailable.
- Attend pretrial conferences with defendants, defense attorneys, and judges.
- Provide discovery to defendants and attorneys.
- Prepare and present cases in jury or court trials as necessary, including determining appropriate trial strategy; determine witnesses; subpoena witnesses; speak with and prepare witnesses for trial; anticipate and research any evidentiary issues; and conduct each stage of the trial proceeding.
- Respond to questions arising from charging decisions; respond to inquiries from the public regarding case progression.
- Conduct legal research, including specific legal issues related to motions, court proceedings, or specific legal questions raised; review city ordinances, statutes, and applicable case law when carrying out other essential duties.
- Negotiate case settlements and determine the appropriate disposition.
- Provide legal advice and training to area law enforcement personnel.
- Act as an advocate for victim's interests in court hearings; inform victims of court proceedings and actions; and communicating settlement offers to victims.
- Draft memoranda, legal briefs, and legal pleadings.
- Prepare orders for the court.
- Perform other duties as requested.
- Attendance at off-site courses/trainings/seminars may be required.

Access to Not Public Data: This position may encounter not public data in the course of these duties. Any access to not public data should be strictly limited to accessing the data that are necessary to perform the duties. While data are

being accessed, this position should take reasonable measures to ensure the not public data are not accessed by individuals without a work reason. Once the work reason to access the data is reasonably finished, this position must properly store the not public data.

MINIMUM REQUIREMENTS: *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

Education and Experience

- Juris Doctorate (J.D.) from an ABA accredited law school
- One year of related work experience

Training, Certificates, and Licenses

- Current license to practice law in the state of Minnesota with no restrictions
- Valid Driver's License

KNOWLEDGE, SKILLS, and ABILITIES

Comprehensive knowledge of the law and its application; comprehensive knowledge of elements of specific offenses and any defenses thereto; comprehensive knowledge of case law relative to criminal prosecution and how to conduct legal research. Thorough knowledge of computer skills, communication skills, critical thinking, and advocacy skills. Ability to read, analyze, and interpret complex and technical written materials; ability to write reports, business corresondence, and complex legal documents; ability to effectively present information to a court of law, jury, groups of employees, customers, and the general public; ability to negotiate and engage in formal bargaining or litigation within the context of legal guidelines; ability to persuade, convince, and train others; ability to communicate effectively both orally and in writing.

PHYSICAL REQUIREMENTS and WORKING CONDITIONS

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and repetitive motions, frequently requires sitting and occasionally requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

NOTICE

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. They are not intended to be an exhaustive list of all duties and qualifications required of personnel in this job. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

REVIEW/APPROVALS

I acknowledge reviewing this job description.

Employee	Date

I acknowledge reviewing and approving this job description.

Director	Date