

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: ASSISTANT CITY PROSECUTOR
DEPARTMENT: CITY SOLICITOR'S OFFICE
REPORTS TO: CITY PROSECUTOR

JOB CODE: 6020
DATE: 12/20

JOB SUMMARY:

This position is responsible for the trial and disposition of criminal cases.

ESSENTIAL JOB FUNCTIONS:

Prepares for and executes prosecution of violations, misdemeanors and felonies; reviews case merit with investigating officer; reviews case development with co-workers or outside agencies; renders opinion as to prosecutorial merit; advises officers as to charging options; reviews charging documents; files charging documents with the court; prepares plea bargains; conducts criminal arraignments; negotiates possible trial solutions with the defendant or defense counsel.

Reviews, evaluates, and responds to defense and pre-trial pleadings; researches, writes, and submits pre-trial pleadings; identifies expert witnesses required for pre-trial and trial proceedings; prepares witnesses for pre-trial hearings; conducts pre-trial hearings.

Prepares police officers for probable cause hearings; conducts probable cause hearings.

Prepares expert and lay witnesses, officers, and victims for trial; determines witness order; evaluates and determines the process of witness testimony.

Conducts trials; initiates interlocutory appeals during trial.

Answers media inquiries.

Conducts sentencing arguments; researches, writes, and submits post-trial pleadings; conducts post-trial hearings.

Prepares for and executes administrative hearings.

Prepares for and executes probate hearings, as assigned.

Provides legal training for law enforcement personnel; assists in the development of law enforcement policies and procedures, as assigned.

Assists in the investigation of sexual harassment claims by Concord City Employees, as assigned.

Supervises support staff and Victim Advocate, as assigned.

Prepares for and executes juvenile proceedings.

Coordinates with the Office of the County Attorney, State Attorney General, and federal executive agencies as appropriate to criminal proceedings.

Enters information into prosecutor database; copies documents; retrieves and re-files defendant case files.

Reviews domestic violence cases with the Victim Advocate.

Coordinates document searches, reviews records and develops responses for record requests in accordance with RSA chapter 91-A (New Hampshire's Right-to-Know Law) for the Concord Police Department, and other City departments as assigned.

Assists in the investigation of claims in accordance with the Policy on Non-Discrimination and Sexual Harassment, as assigned.

May serve as computer system administrator.

Performs other related duties as assigned by the City Prosecutor or City Solicitor. Will be required to work outside of regular business hours, as necessary to complete assigned duties.

MATERIAL AND EQUIPMENT USED:

Personal Computer

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Juris Doctorate. Experience in litigation through trial and appellate level; and one to two years progressively responsible experience; or, any combination of education, training and experience, which provides the knowledge, skills and abilities, required for the job.

Licenses and Certifications: Member of the State Bar Association.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Local and state government legislative process.

Applicable state, federal, and local laws, regulations, and case opinions.

Principles and practices of criminal prosecution in state and federal courts through appellate level.

Methods and techniques of legal research, statistical analysis, and report presentation.

Mental and Physical Abilities to:

Speak effectively before judges and juries and respond to questions.

Communicate clearly and effectively, both orally and in writing.

Prepare and interrogate witnesses in depositions, hearings, and trials.

Independently assimilate facts and draw sound conclusions.

Conduct thorough legal research and effectively present cases.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Write reports, correspondence, and procedure manuals.

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Define and solve problems, collect data, establish facts, and draw valid conclusions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

While performing the essential functions of this job the employee is frequently required to

interact with and communicate with members of the judiciary, court personnel, law enforcement community, victims, and the general public.

Perform duties while intermittently sitting, standing, or stooping.

Occasionally lift heavy objects.

Working Conditions:

Work is performed in an office, library, courtroom or remotely.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.