

**CITY OF CONCORD  
CLASS SPECIFICATION**

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

**JOB CODE: 6010**  
**DATE: 2/08**

**JOB SUMMARY:**

Performs highly responsible professional work of a legal nature in the prosecution of complaints in the District Court; may include research, all aspects of litigation, policy review, and general legal advice regarding current issues under consideration by the city. Includes supervision and evaluation of legal and clerical staff.

**ESSENTIAL JOB FUNCTIONS:**

Reviews and analyzes criminal cases to determine whether charges should be filed with the court; determines grade of offense.

Reviews bail facts and presentation of state's position to determine whether defendants should be released from jail, and under what supervision and constraints.

Reviews search warrants to determine probable cause and suitability for submission to judge.

Tries criminal cases, both bench and jury trials where indicated.

Prepares cases for trial; reviews facts, evidence, and law.

Edits charging documents for technical compliance with laws, facts, and procedures.

Makes sentencing recommendations to the court.

Supervises assistant prosecutors, including case assignments; provides guidance regarding case disposition and department policy.

Supervises clerical staff.

Evaluates clerical staff's and Assistant Prosecutors' job performance.

Supervises police witness activity in court

Reviews cases filed by assistant prosecutors; trains assistant prosecutors; ensures compliance with legal education requirements.

Advises police officers and investigators concerning criminal and evidentiary procedures; trains police officers on criminal law and procedures.

Coordinates trial dockets and case schedules with the Clerk of Court; coordinates trial schedules with related police departments.

Advises public administrators on criminal law and generally applicable legal concepts, rules, and procedures.

Reviews Concord Police Department internal investigations for appropriateness of criminal prosecution.

Coordinates prosecution activities with Merrimack County Attorney, New Hampshire Attorney General's Office, US Attorney's Office, and with state agencies.

Negotiates case dispositions with defense attorneys.

Negotiates with state public defender administrators regarding inter-office procedures.

Studies statutes and case law.

Writes legal motions and briefs.

Handles civil cases assigned by the City Solicitor.

Drafts and reviews city ordinances as assigned.

Supervises victim/witness coordinator.

Consults with state Attorney General's office.

Negotiates with client towns regarding fees for the provision of prosecution services.

Consults with Finance Department regarding collections issues.

**MATERIAL AND EQUIPMENT USED:**

Personal computer for research purposes                      General Office Equipment

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Juris Doctorate; and

Two to three years of progressively responsible experience; or

Any combination of education, training and experience which provides the required knowledge, skills and abilities required for the job.

**Licenses and Certifications:**

Member of the State Bar Association.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Local government legislative process.

State and federal laws relating to local government operations.

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

Principles and practices of litigation procedures.

**Skill in:**

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Preparing clear and concise reports, correspondence and other written materials.

**Mental and Physical Abilities to:**

Communicate clearly and effectively, both orally and in writing.

Independently assimilate facts and draw sound conclusions.

Speak effectively before public groups and respond to questions.

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

Write reports, correspondence, and procedure manuals.

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

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

Perform duties while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

**Working conditions:**

The work is performed in an office or courtroom.