



CITY OF MESQUITE

JOB DESCRIPTION

JOB TITLE: Assistant City Attorney I - Prosecutor

JOB NO: PM004212

JOB FAMILY: Professional

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

Performs professional legal work in all aspects of prosecuting cases in the Municipal Court, including legal research and preparation of Court documents, providing advice and legal opinions to City Staff regarding municipal court prosecution, interpretation of traffic codes, criminal statutes, ordinances and enforcement; respond to citizen inquiries relating to municipal court procedures and violations of City Ordinances, traffic laws and criminal statutes prosecuted in Municipal Court; provide staff assistance to the City Attorney.

SUPERVISION

General supervision is provided by the City Attorney.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Represent the City in all Municipal Court cases. Prosecute code enforcement, traffic, penal code, and comparable cases in Municipal Court. Manage cases until dismissed settled or decided in trial by judge or jury.
3. Provide legal interpretation of statutes, ordinances and codes to police and other enforcement personnel.
4. Prepare municipal court cases for trial; preparing complaints and pleadings, interviewing and preparing witnesses and reviewing cases set for pretrial.
5. Participate in interdepartmental meetings to draft or assist in drafting new ordinances and amendments to existing ordinances.
6. Respond to police and other enforcement personnel requests for information; advise police and other enforcement personnel on legal matters policies and procedures.
7. Council and advice code enforcement employees, police officers and citizen complainants on effective testimony and courtroom skills and procedures.
8. Respond to internal and external inquiries regarding open records, coordinate with other departments and determine whether there is an exception to open records requirements.
9. Render legal advice to the Board of Adjustment; attend meetings including public hearings and work session; review adjustment requests and matters for legal requirements.

10. Perform complex legal research, analyze and prepare formal legal opinions in response to proposals, questions and issues presented to the City Attorney's office from the City Council, City Manager, boards, commissions and City departments.
11. Participate in interdepartmental meetings to draft or assist in drafting Request for Proposal (RFP) documents; propose revisions and review subsequent contracts.
12. Provide legal assistance and information to general public in response to inquiries regarding city ordinance violations, traffic, penal and other state laws prosecuted in municipal court.
13. Attend as legal advisor at various City board and staff meetings.

OTHER DUTIES AND RESPONSIBILITIES

1. Study legislation and case law directly or indirectly affecting municipal court operations; keep abreast of case decisions and legislative changes.
2. Attend Continuing Legal Education seminars.
3. Perform related legal duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Juris Doctorate or equivalent degree from an accredited law school

EXPERIENCE

Two years of professional legal experience including some trial practice and legal research. Prosecution experience preferred.

LICENSES AND CERTIFICATES

Membership in the State Bar of Texas.

COMPETENCIES

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

KNOWLEDGE SKILLS AND ABILITIES

Knowledge of:

Municipal codes, ordinances, state traffic laws, and state law governing prosecution in municipal court.

Judicial procedures and rules of evidence.

Criminal law procedures and precedents.

Methods and practices of pleadings.

Methods and techniques of legal research.

Laws affecting Municipal operations.

Skill in:

Analyzing legal questions, applying the correct legal principals, determining the potential consequences of a proposed action and presenting facts and legal conclusions in a clean and logical form.

Preparation and presentation of cases in court.

Oral and written communication.

Performing legal research.

Drafting complex legal opinions, ordinances, pleadings and other legal documents.

Ability to:

Properly interpret codes, ordinances, statutes and legislation.

Analyze, interpret and appraise facts and evidence, and apply legal principals in court.

Interpret federal, state and local policies, procedures, laws, rules and regulations.

Determine the potential consequences of a proposed action and present facts and legal conclusions in a clear and logical form.

Prepare and present cases in court.

Present clear, competent and effective oral argument.

Effectively communicate both orally and in writing.

Analyze and prepare effective legal opinions, ordinances, pleadings, briefs and other legal documents.

Prepare sound legal opinions using independent judgment.

Draft effective ordinances, pleadings and other legal documents.

Establish and maintain effective working relationships with those contacted in the course of work.

Represent the City in general civil matters and dispute resolution.

Pass a medical physical exam and drug test.

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *communicating with others*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *walking, standing, or sitting for extended periods of time.*

Director of Human Resources

Date

Department Director

Date

ISSUE DATE: May 1995

REVISION DATE: October 2001; May 2002; November 2007