

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Administrative Prosecutor	BAND/LEVEL:	Mgmt III
DEPARTMENT:	Law	JOB NO:	2450
DIVISION:	Prosecution	DATE:	12/31/2013
REPORTS TO:	Assistant City Attorney Senior	FLSA STATUS:	EX
FULL-TIME: <u>XX</u>	PART-TIME: _____	COST CENTER:	141

REPLACES: Administrative Prosecutor

DATE: 3/25/2012

JOB SUMMARY STATEMENT:

Prepares and prosecutes municipal court cases. Supervises prosecution function including prosecutors and support staff.

DUTIES AND RESPONSIBILITIES:

1. Reviews complaint information. Reads, researches, and discusses case details as required.
2. Conducts legal research and/or provides legal advice. Communicates with staff, police department, witnesses and victims to gather necessary facts. Identifies legal issues. Locates source materials; reads and analyzes cases; prepares and provides a written memorandum, pleading or brief setting forth legal analysis. Communicates the legal analysis to the appropriate party. Attends Council, standing Committee and other City meetings as requested.
3. Prepares cases for prosecution. Reviews reports, conducts legal research, contacts, notifies and as appropriate prepares witnesses, including but not limited to police officers, and gathers information.
4. Prosecutes cases in Municipal Court.
5. Prosecutes de novo appeals to the Johnson County District Court and appeals to the Kansas Court of Appeals and the Kansas Supreme Court. Communicates with judge, witnesses, jury and opposing counsel so that City's position is clearly understood and accurately recorded by the court reporter. Reads evidentiary documents, jury selection lists and jury instructions. Observes physical sites and demonstrative evidence.
6. Counsels, advises and trains police officers and code enforcement officers on issues related to municipal court prosecution.
7. Implements the City's policy concerning DUI diversion. Reviews and maintains familiarity with all statutory requirements concerning diversion of criminal cases in the Municipal Court.
8. Develops and maintains Public Information Programs. Researches, writes, distributes, and promotes a program discussing the criminal justice system.
9. Supervises the prosecution function including prosecutor's support staff and prosecutors. Monitors performance and assigns work duties as needed.
10. Conducts plea negotiations with defendants and defense attorneys. Implements and enforces Law Department plea policies.
11. Testifies concerning legislative matters. Researches and prepares written testimony and legislation. Presents testimony to legislative committees.
12. Works the days and hours necessary to perform all assigned responsibilities and tasks. Is available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
13. Is punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Juris Doctor Degree from an accredited law school
Membership in the State Bar of Kansas
Admission to the US District Court of Appeals, 10th Circuit and US District Court for Kansas

EXPERIENCE:

Three to four years legal work in governmental law, criminal prosecution or trial practice, or an equivalent level of experience.

SKILLS:

1. Excellent oral and written communication skills
2. Legal research skills
3. Good independent judgement
4. PC and telephone skills
5. Analytical skills

MENTAL REQUIREMENTS:

1. Ability to read and comprehend statutes, case law, ordinances, legal reference materials, and legal correspondence
2. Ability to analyze legal issues
3. Ability to write perceptively, coherently, thoroughly, and succinctly
4. Ability to make presentations to large and small groups
5. Ability to train and guide others
6. Ability to recognize and protect confidential data
7. Ability to empathize with crime victims
8. Ability to work in a hectic environment
9. Ability to deal with constant contact with others

PHYSICAL REQUIREMENTS:

1. Ability to travel and attend courtroom proceedings, physical sites, and legislative sessions
2. Ability to meet/consult with judges, witnesses, jury members, opposing counsel, staff, elected officials, public and others
3. Ability to operate and input data into a personal computer and other relevant technology
4. Ability to place and receive telephone calls
5. Ability to sit and be attentive for extended periods of time

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct Legal Secretary
 Victim Assistance Program Coordinator
 Prosecutors
 Administrative Clerk

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.