

BANNOCK COUNTY
CLASS SPECIFICATION

**ASSISTANT CHIEF DEPUTY
PROSECUTING ATTORNEY - CRIMINAL**

Department: Prosecutor
FLSA Designation: Exempt

Pay Grade: 17
Effective Date: 6/05, 2/08, 8/09

Purpose Of Class

Provides professional legal services, with emphasis on prosecuting felony criminal cases; assists the Chief Deputy Prosecuting Attorney with legal and administrative work; supervises Deputy Prosecuting Attorneys; performs related work as required.

Primary Function

The principal function of an employee in this class is to perform professional legal and administrative work involving felony criminal prosecutions. Duties include managing felony criminal cases, negotiating case settlements, and assisting Chief Deputy Prosecuting Attorney with management of the administrative office. The position directly supervises Deputy Prosecuting Attorneys and other assigned staff. The work is performed under the general supervision of the Chief Deputy Prosecuting Attorney-Criminal, but considerable latitude is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office and courtroom environment.

Essential Duties and Responsibilities (will vary by assignment)

- Prepares and manages felony criminal cases for trial through process;
- Files charging decisions following review and evaluation of police reports;
- Supports various law enforcement agencies throughout the County;
- Assists Chief Deputy Prosecuting Attorney—Criminal with administrative office management including hiring and supervising support staff;
- Supervises Deputy Prosecuting Attorneys and other assigned staff;
- Prepares and manages criminal cases for trial, including but not limited to, initiating complaints, conducting research, interviewing affected parties, preparing required legal and court documents, preparing and arguing briefs, and attending court proceedings;
- Makes charging decisions following review and evaluation of police reports in light of applicable law;
- Negotiates case settlements;
- Advises and consults with police officers, detectives, attorneys, defendants, victims, witnesses, and other interested and affected parties;
- Conducts research of legal precedents, federal laws, state statutes, and County ordinances and represents the County's interest in court;
- Answers communications from the public relative to legal matters affecting the County;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- On call after regular hours to respond to emergency situations;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Legal, court, and judicial procedures, rules, terminology, methods, documents, practices, and objectives;
- Applicable County, city, state, and federal laws, statutes, ordinances, and codes;
- General municipal, state and federal laws affecting county government;
- County ordinances and codes;
- Legal research methods;
- Established precedents and sources of legal references applicable to County ordinances and codes;
- Operation of standard office equipment including a personal computer and job-related software applications;
- Contemporary negotiation techniques and methods;
- Supervision and office administration techniques;
- Employee supervisory and directional methods and techniques;
- English grammar, spelling, punctuation, and composition.

Ability to:

- Analyze, appraise, and organize facts, evidence, and precedents in determining the various aspects, alternatives, and possible outcomes of cases;
- Present material to opponents and develop an appropriate legal strategy;
- Appear without assistance in court and other judicial proceedings and present evidence, arguments, testimony, and witnesses before a judge or jury;
- Make significant/substantial legal decisions in individual cases based on a combination of factors including the law, policy, and rules of ethics;
- Plan, direct, and evaluate the work of assigned staff; provide coaching and reinforcement to assist staff to meet expectations; take steps for corrective action; hire, fire, discipline, and reward assigned employees.
- Negotiate complex legal issues;
- Bring interested and affected parties to consensus;
- Discern critical issues and needs of the County through a negotiations process;
- Communicate effectively, both orally and in writing, for purposes of advocating, persuading, negotiating, and counseling for or on behalf of the County;
- Analyze, appraise, and organize facts and precedents and to present such material in a clear and logical form;
- Determine alternative courses of action, and possible courses of action of opponents;
- Present and argue cases and to handle unanticipated problems smoothly and effectively;
- Establish and maintain effective working relationships with other County employees, staff, attorneys, law enforcement personnel, victims, witnesses, supervisory personnel, state and local elected and appointed officials, and the public;
- Maintain a professional demeanor during stressful situations;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;

- Perform time management and scheduling functions, meet deadlines and set case priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- Graduation from a school of law accredited by the American Bar Association with a Juris Doctorate Degree;
- License to practice law in the State of Idaho;
- Three (3) to four (4) years experience as a practicing attorney, preferably as a prosecutor, is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Membership in good standing in the Idaho State Bar Association.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in person, on a telephone, and in a courtroom environment;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and to assist in the preparation, monitoring, and litigation of all criminal and civil cases;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee operate standard office equipment and a personal computer;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lift up to 20 pounds, and perform in a courtroom environment.