



EMPLOYMENT OPPORTUNITY

PART-TIME CITY PROSECUTOR **LEGAL**

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

POSITION SUMMARY

To file legal charges against violators of City criminal and traffic law; to prosecute cases in court; and to negotiate charges on cases pending for trial. Receives direction from the City Attorney.

EXPERIENCE AND TRAINING STANDARDS

One year of responsible experience in city or related government law, including trial experience. Criminal trial experience helpful but not necessary. Equivalent to a Juris Doctorate from an accredited law school. Membership in the State Bar of Utah. Possession of or ability to obtain, a valid Utah driver's license.

Failure to obtain/maintain license and certificate as outlined above may result in termination from the position.

ESSENTIAL JOB FUNCTIONS

- Promote and follow the City's mission statement, values and expectations.
- Represent the City of Ogden in various criminal and traffic cases; research courtroom evidence, summon witnesses and negotiate pleas; attend morning video arraignments.
- Prosecute for civil remedies to enforce City ordinances, abate public nuisances, recover for damages to City property, and condemn property for public purpose and other matters.
- Review police reports and screen for possible cases with Police Officers; determine the number of offenses to be filed and develop case evidence.
- Research legal questions and evaluate the impact on City policies and procedures.
- Appear in court and administrative proceedings to represent the City's interests as required.
- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours; and employee is required to use on-site equipment.
- Perform related duties and responsibilities as required.
- Work in a paperless office including efilings, ediscovery, and JustWare or similar case management software.

MARGINAL JOB FUNCTIONS

- Respond to citizen complaints and research possible offenses.

QUALIFICATIONS

Knowledge, skills, abilities:

- Modern and highly complex principles and practices of public law.

- Organization, duties, powers, limitations and authority of City government and the City Attorney's office.
- Legal principles, practices and procedures of civil, criminal, constitutional and administrative law.
- Methods and techniques of legal research.
- Established precedents and sources of legal reference applicable to City activities.
- Organize, interpret and apply legal principles and knowledge of complex legal problems.
- Effectively apply legal knowledge and principles in court.
- Present statements of law, fact and argument clearly and logically.
- Prepare and present difficult cases in court.
- Conduct research on complex legal problems and prepare sound legal opinions.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Gain cooperation through discussion and persuasion.
- Maintain effective audio-visual discrimination and perception needed for: making observations; communicating with others; reading and writing; operating assigned equipment as required by the position.
- Maintain mental capacity which allows the capability of: making sound decisions; demonstrating intellectual capabilities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Ability to comply with all city policies and regulations, including safety and risk management standards.
- Knowledge of, and experience with, using electronic and paperless systems; i.e., efilng, ediscovery, and JustWare or similar case management software systems.
- Proficient use of technology including word processing, Microsoft office functions, case management software. Functional typing speed is essential for in-court data entry in case management software.

WORKING CONDITIONS

The work conditions described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

Work in a court room setting; exposure to hostile conditions; deal with a wide range of people. While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to lift and or move up to 20 lbs.

CRIMINAL HISTORY BACKGROUND CHECK

Successful applicant must pass background check.

MOTOR VEHICLE REPORT

Driving record of successful applicant will be obtained by the HR office.

EDUCATION REQUIREMENT

Successful applicant must submit a copy of above education requirements when requested.

VETERAN'S PREFERENCE POINTS

Applicants **MUST** submit a copy of their DD-214 with their application and before the closing date in order to receive veteran's points. This is for initial appointments only.

SALARY RANGE

Part time, not benefit eligible. Compensation is \$25.00 to \$35.00 per hour, depending on qualifications, up to 20 hours per week.

APPLICATION PROCEDURE

On-line applications will be accepted at www.ogdencity.com until filled. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

All applications/resumes will be evaluated and ranked on the basis of relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

WE ARE A DRUG FREE WORKPLACE

AA/EOE/ADAAA

December 10, 2019