



NOTICE OF JOB OPENING CITY PROSECUTOR

Posting Date: January 29, 2019
Department: Legal
Reports to: City Attorney
Salary Range: E-06 (Salary Range \$ 31.13 - \$48.28 per hour)
(Expected Starting Salary Range \$ 31.13 - \$ 39.71 per hour)
Position Type: Full-Time Exempt
How to Apply: Applications available at bountifulutah.gov
BOUNTIFUL CITY APPLICATION REQUIRED
Send to: Human Resources, 790 South 100 East, Bountiful, Utah 84010
Email: jobs@bountifulutah.gov
Application Deadline: 5:00 P.M., February 12, 2019

Definition:

The Bountiful Prosecutor is an FLSA Exempt employee selected and appointed by the Bountiful City Manager, who works under the supervision of the Bountiful City Attorney.

Tasks:

Under the direction of the City Attorney, the City Prosecutor:

- Conducts all misdemeanor criminal prosecution on behalf of the City, including case screenings, charging evaluations and preparation of charges, case management, and court appearances for arraignments, pre-trial conferences, preliminary hearings, motions, trials, including jury trials, sentencings and other hearings or matters in the Second District Court.
- Represents the City in the preparation, drafting and oral argument of matters before the Utah Court of Appeals and the Utah Supreme Court.
- Gives support in other legal matters involving the City.
- Advises the Bountiful City Police Department regarding investigations, policies, and procedures.
- Performs other assignments as may be given by the City Attorney and/or City Manager.

These duties or tasks may be reassigned or reorganized at any time at the discretion of the City Attorney.

Knowledge, Skills and Other Characteristics:

The City Prosecutor must be able to do the following:

- Have a thorough knowledge and understanding of Utah law, regulations and local ordinances, especially criminal.
- Read, research, understand and remember the law.
- Communicate clearly in writing and in spoken word with City officials, staff, judges, other attorneys, and the public.
- Prepare and deliver a logical and coherent oral presentation of the law to the City Council, City officials, staff, judges, other attorneys, and the public.
- Responsibly exercise discretion and independent judgment and take initiative.
- Appear in person before courts of law to conduct bench and jury trials, including unassisted development of cases, the discovery process, presentation of oral argument, interrogation of witnesses, and preparation of exhibits and briefs.
- Regularly attend court and other meetings related to the position.
- Be available to the City Attorney and City Manager for consultation on legal matters affecting their responsibilities.
- Research and write ordinances, policies, position papers, memoranda, court pleadings, and other documents.
- In addition to routine duties, devote large amounts of time to research, trial preparation and conduct jury and bench trials as circumstances may require.
- Keep current on developing law by attending continuing legal education functions, relevant seminars, and conducting independent research.
- Keep information confidential.
- Work long hours when necessary, involving extensive sitting, computer work, and writing.

Education and Experience:

MINIMUM QUALIFICATIONS: Graduation from an accredited law school with a juris doctorate degree and at least two (2) years of experience practicing prosecution or an equivalent combination of education and experience. Must be a current member in good standing of the Utah State Bar Association.