

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Prosecutor Pro Tem	BAND/LEVEL:	00
DEPARTMENT:	Law	JOB NO:	2395
DIVISION:	Law	DATE:	02/24/02
REPORTS TO:	Administrative Prosecutor	FLSA STATUS:	E
FULL-TIME: _____	PART-TIME: <u>XX</u>	TEMPORARY: _____	COST CENTER: 141

REPLACES: Prosecutor Pro Tem

DATE: 4/95

JOB SUMMARY STATEMENT: Prepare and prosecute municipal court cases.

DUTIES AND RESPONSIBILITIES:

1. Prepares cases for prosecution. Reviews reports, conducts legal research, contacts witnesses, and gathers information.
2. Prosecutes cases in municipal court. Prosecutes de novo appeals to Johnson County District Court and appeals to Kansas Court of Appeals and Kansas Supreme Court. Communicates orally, in person for large and small audiences, and on the phone.
3. Counsels and advises police officers, code enforcement officers, and other witnesses. Discusses case and details.
4. Implements City's policy concerning DUI diversion. Reviews and becomes familiar with all statutory requirements concerning diversion of criminal cases in the Municipal Court.
5. Reviews complaints information. Reads, researches, and discusses case details as required.
6. Develops and maintains Public Information Programs. Researches, writes, distributes, and promotes a program discussing the criminal justice system.
7. Assigns work duties to the support staff as needed. Advises the City Attorney as to the staff's performance.
8. Negotiates pleas. Conducts plea negotiations with defendants and defense attorneys
9. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be 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.
10. The employee must be 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.

The above duties and responsibilities include those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Law degree from an accredited law school
Membership in the State Bar of Kansas
Admission to the US District Court of Appeals 10th District

EXPERIENCE:

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

SKILLS:

1. Good oral and written communication skills
2. Good independent judgement
3. PC and telephone skills
4. Ability to read and write
5. Ability to read and comprehend statutes, case law, ordinances, legal reference materials, and legal correspondence

MENTAL REQUIREMENTS:

1. Ability to recognize and protect confidential data
2. Ability to empathize with crime victims
3. Ability to work in a hectic environment
4. Ability to deal with constant contact with others

PHYSICAL REQUIREMENTS:

1. Ability to operate and input data into a personal computer
2. Ability to operate fax machine
3. Ability to place and receive telephone calls
4. Ability to listen closely

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

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.