

**CITY OF BELLINGHAM**

**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>LEAD PROSECUTOR</b>	<b>E-PLAN</b>
<b>CLASS TITLE:</b>	<b>Assistant City Attorney, Senior</b>	<b>SG:E-16</b>
<b>DEPARTMENT:</b>	<b>Legal, Criminal Division</b>	<b>CS:N</b>
		<b>FLSA:N</b>
		<b>EEO4CODE:PR</b>

**JOB SUMMARY:**

Assists the City Attorney in performance of the legal work of the City. Prosecutes misdemeanors and municipal ordinance violations in Municipal Court. Assumes lead responsibility in supervising the day-to-day operation of the Criminal Division, subject to direction from the City Attorney. This is a full-time position and the person appointed may not engage in the private practice of law while so employed by the City.

**SUPERVISORY RELATIONSHIP:**

Reports directly to the City Attorney. Supervises Municipal Court prosecution. Provides lead direction to Assistant City Attorneys and criminal support staff, including the Legal Assistants and the Victim Witness Advocate/Case Coordinator.

**ESSENTIAL FUNCTIONS OF THE JOB:**

1. Supervises the day-to-day operation of the Criminal Division and is responsible for the prosecution of misdemeanors, traffic offenses and other municipal ordinance violations in Municipal Court. Advises Municipal Court and Police personnel on legal procedures related to Municipal Court prosecution.
2. Represents the City in appeals and litigation relating to Municipal Court cases.
3. Provides lead direction to prosecutors and criminal support staff. Plans, organizes, directs and monitors the daily work of direct reports to accomplish the work program. Conducts annual performance appraisal of direct reports. Counsels employees on job performance issues. Works with employees to resolve interpersonal conflict.
4. Participates in screening applicants for work; effectively recommends hire. Trains and orients employees to the program, personnel, equipment, policies and procedures.
5. Responds to public inquiries and complaints related to lead responsibilities.

**ADDITIONAL WORK PERFORMED:**

1. Supports litigation of civil matters as assigned.
2. Researches and drafts opinions and memoranda for the City Attorney, City Council and departments.
3. Drafts contracts, ordinances and resolutions.

- 4. Performs other related duties within the scope of the classification.

**PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):**

- Knowledge of criminal law and procedure.
- Familiarity with the functions and activities of the departments and divisions of municipal government.
- Exactness and attention to detail.
- Management skills, including: problem analysis; decision making; planning and organizing; interpersonal sensitivity; stress tolerance; and, time management.
- Excellent oral and written communications skills.
- Ability to work effectively with City personnel, public officials, and private citizens.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

**WORKING ENVIRONMENT:**

Works in an office environment with extensive work performed at a computer workstation.

**EXPERIENCE AND TRAINING REQUIREMENTS:**

- Graduation from accredited law school and member of Washington State Bar.
- Three years of experience in the practice of criminal law and procedure preferred.
- Experience in the practice of municipal or public law preferred.
- Academic emphasis in criminal procedure and municipal and/or public law desirable.

**PREPARED BY:** J. Hoisington  
L. Klemanski  
S. Mahaffey  
5/01

**REVIEWED BY:** \_\_\_\_\_  
Joan Hoisington  
City Attorney