

POSITION TITLE: CITY PROSECUTOR

DEPARTMENT: LAW

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

City Attorney

POSITION REPORTS TO

DIRECT REPORTS BY TITLE: Assistant Prosecutor(s); Law Clerk; Secretary 1; Intern, Criminal Justice; Intern, Legal (Vacant)

DIRECT: 4 **INDIRECT:** 0

POSITION FUNCTION

This position is responsible for oversight of the work of department staff, prosecuting criminal and traffic cases in the Municipal Court, dealing with zoning issues, and responding to questions about applicability of the law in specific situations posed by the general public, police officers and other government agencies.

JOB RESPONSIBILITIES

Reviews all new contested cases

Makes court appearances for trials

Reviews questions and complaints

Performs research

Supervises department staff

Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk and hear. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS

Occupational/Technical Skills

Knowledge of Federal, State, and Local laws

Ability to use typewriters and selected computer hardware and software

Administrative Skills

Ability to analyze and resolve situations and problems

Ability to organize work, set priorities and meet critical deadlines with a minimum of direction

Ability to anticipate problems and develop alternative strategies for goal completion

Ability to plan, organize, assign and direct work of staff to accomplish goals

Ability to properly assign responsibilities to meet objectives

Ability to handle multiple priorities and projects

Ability to keep clear and accurate records and reports

Cognitive Skills

Ability to interpret a variety of technical information with abstract and/or concrete variables

Ability to make timely, sound decisions

Knowledge of methods and techniques of research

Ability to interpret professional periodicals and journals, technical procedures, complicated policies/procedures/protocols and government regulations

Ability to perform standard business arithmetic, including percentages and decimals

Ability to research, compile and summarize a variety of informational and statistical data and materials

Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities

Communications Skills

Ability to speak effectively before groups and to respond to questions

Ability to deliver effective presentations

Ability to demonstrate attention to and convey understanding of the comments or questions of others

Ability to prepare clear and concise reports, correspondence and other written materials

Ability to prepare analyses, policies and/or budgets

Ability to develop complex reports and position papers

Interpersonal Skills

Ability to use tact, diplomacy and discretion

Ability to deal courteously and diplomatically with the general public

Ability to maintain issue confidentiality

Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors

Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions

Leadership Skills

Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently

Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals

Knowledge of administration and supervision of staff and activities

Ability to monitor progress and exercise control

Ability to provide performance feedback

Ability to facilitate professional growth

DESCRIPTION OF WORKING CONDITIONS

Work is performed indoors and involves night and/or weekend meetings; incumbent typically works alone.

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS

J.D., License to practice Law in the State of Ohio; at least ten years of relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.