



City of Kansas City, Missouri Job Class Specification

Job Title: CITY PROSECUTOR

Department: LAW

Job Code: 1623

Status: EXEMPT

Grade: EX-8

Summary

This is advanced professional and work in performing legal services for the municipal government.

Work involves responsibility for assisting the City Attorney in the performance of a wide variety of the more complex professional legal duties which include providing services for all departments and governing bodies of the City. An employee of this class must be sufficiently qualified to try civil cases of greater complexity or involving large sums of money and, in addition, must be able to represent the City Attorney before various governing boards and bodies. Requests for services are received from other municipal departments, city officials, and governing bodies. Work is performed in accordance with general policies and is reviewed by the City Attorney through a review of plans, procedures, and by the results of complex assignments.

Duties and Responsibilities

- Prepares and presents the City's case in the plea and trials of all ordinance violations, including jury and bench trials, and appeals; files and responds to pre-trial motions and motions entered at trial.
- Presents evidence at trial in Municipal Court; presents all physical, documentary and testimonial evidence.
- Engages in plea discussions with defendant's attorneys in order to facilitate resolution of charges.
- Files applications for administrative search warrants in Municipal Court.
- Recommends necessary changes to the ordinances, policies, and procedures that pertain to the presentation of cases in Municipal Court.
- Advises police officers and court staff on statutory and case law relevant to the prosecution of cases in Municipal Court and on matters on docketing and record keeping.
- Files complaints from citizens, police officers and other city employees; interviews complainants and witnesses, reviews police reports and draft charges; issues subpoenas as required.
- Reviews charges filed to ensure legality and proper form, including traffic tickets, complaints; and general ordinance violations
- Interacts with citizens in person and by telephone to answer questions regarding legal procedures

- Responds to requests for discovery and request to produce documents filed by defense attorneys.
- Conducts seminars and makes presentations before groups on various legal topics
- Reviews and investigates probation violations; files show cause motions to revoke probation; represents the City at show cause hearings
- Coordinate activities with other departments and outside agencies and organizations; provide staff assistance to various boards
- Performs related duties as required.

Technical Skills

Thorough knowledge of:

Criminal rules of evidence and procedure.
 Applicable laws, such as Municipal law and City ordinances.
 Rules and procedures of various courts of laws, including jury instructions.
 Methods of techniques of legal research.
 Principles of legal and business writing and report preparation.
 Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Prepare and try civil law cases before municipal, state, and federal courts.
 Analyze and prepare a wide variety of legal documents.
 Supervise the work of professional assistants in the Municipal Court.
 Express oneself clearly and concisely both orally and in writing.
 Establish and maintain effective working relationships with subordinates and associates, municipal officials, representatives of other agencies, and the general public.

Skill in:

Communicating clearly and effectively, both orally and in writing,
 Presenting cases before judges and juries.
 Performing legal research and preparing cases for trial.
 Using tact, discretion, initiative and independent judgment within established guidelines.
 Researching, compiling and summarizing a variety of informational and statistical data and materials.
 Organizing work, setting priorities, meeting critical deadlines, and following up assignments with minimum of direction.
 Applying logical thinking to solve problems or accomplish task; to understand, interpret and communicate complicated policies, procedures and protocols.
 Preparing clear and concise reports, correspondence and other written materials.

Education and Experience

Graduation from an accredited school of law and six (6) years experience of a progressively responsible nature in professional legal work, including one (1) year experience in municipal legal work at the level of Associate City Attorney.

Certificates/ Licenses/Special Requirements

- Must be admitted to the Missouri Bar Association and possess the right to practice in all courts in the State of Missouri.
- Must pass a background check as prescribed by the City.

Supervisory Responsibility

Supervision may be exercised over assigned personnel.

Supervision Received

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

04/12

Revised

4/13, 8/2022, 01/2024