

City of Fort Worth, Texas Job Description

Classification Title	Chief Prosecutor		
Job Code:	PR1250	Job Family:	Professional
Pay Grade	614	Date Reviewed:	07/06/15
FLSA Status	Exempt	Date Revised:	04/17/2023

GENERAL SUMMARY

Supervises, assigns, reviews and participates in the work of Prosecuting Attorneys. Ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.
2. Directs and administers schedules to ensure courtroom coverage; prepares analytical and statistical reports on operations and activities; and allocates resources accordingly.
3. Participates in the development of policies and procedures for the department; monitors work activities to ensure compliance with established guidelines; and makes recommendations to existing standards and procedures.
4. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned city service programs, service delivery methods and procedures; and works with others on the continuous improvement of city services.
5. Prepares analytical and statistical reports on operations and activities of assigned area of responsibility.
6. Researches legal questions and evaluates the impact on city policies and procedures.
7. Prosecutes Class C Misdemeanors filed in municipal court. Advises, assists and educates officers regarding the enforcement of applicable laws.
8. Coordinates assigned case activities with those of other departments, outside agencies, organizations and counsel; provides staff assistance to higher level attorneys; and prepares and present staff reports and other necessary correspondence.

9. Conducts research in assigned case areas; utilizes a variety of resources for research, including computerized legal data bases and reference materials; and determines whether information is pertinent and relevant to specific case.
10. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
11. Coordinates with municipal court staff on processes, procedures, and issues that affect the Prosecutors' Office.
12. Oversees the drafting of complaints and the creation of action codes for use by the municipal court and prosecution staff.
13. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.
14. Performs other related duties as required.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Legal principles, practices and procedures of civil, criminal, constitutional and administrative law.
- Established precedents and sources of legal reference applicable to city activities.
- Modern principles and practices of public law.
- Legislative process and public policy.
- Organization, duties, powers, limitations and authority of city government and the City Attorney's office.
- City codes and charter provisions.
- Methods and techniques of legal research.
- Principles and practices of supervision, training and evaluation.
- Employment policies and procedures.
- Departmental goals and mission statements.
- Federal, state and local court rules of procedures and evidence.
- Pertinent Federal State, and local laws, codes and regulations.

- **Skill in:**

- Legal research, analysis and writing.
- Negotiation.
- Computers and applicable software.
- Organization and time management.
- Participating in trials / trial advocacy.
- Public speaking / oral advocacy.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Select, supervise, train, and evaluate subordinates.
- Respond to requests and inquiries from the general public.
- Interpret and explain City policies and procedures.
- Prepare clear, and concise, pleadings, legal position papers, briefs, and opinions.

- Organize, interpret and apply legal principles and knowledge to legal problems.
- Represent the city in court and administrative hearings.
- Provide legal advice on consequences of city actions.
- Conduct research on legal problems and prepare sound legal opinions.
- Interpret and make decisions in accordance with laws, regulations and policies.
- Present statements of law, fact and argument clearly and logically.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Juris Doctorate from an accredited law school and two years prosecutorial experience in a Texas municipal court of record.

OTHER REQUIREMENTS

Possession of a license from the Supreme Court of Texas to practice law.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.