

PROSECUTION ASSISTANT

PURPOSE: Assisting City Attorneys in preparing and processing criminal litigation and operating the City's Victim/Witness Liaison Program.

ACCOUNTABILITIES:

1. Assist City Attorneys in preparing and processing criminal litigation.
 - * A. Interview complainants in potential criminal cases.
 - * B. Gather evidence in criminal cases, including taking statements from witnesses.
 - * C. Arrange for the delivery of subpoenas to witnesses.
 - * D. Assist witnesses in preparing for hearings and trials, answer witness inquiries, schedule testimony.
 - * E. Review warrant requests and prepare criminal complaints.
 - G. Assist and fill in for office support staff as needed.

2. Operate the City's Victim/Witness Liaison Program.
 - * A. Assist prosecutors with victim/witness issues during investigative, pretrial, trial and post-trial phases of a case.
 - * B. Assist crime victims in coping with victimization and working with the criminal justice system.
 - * C. Promote awareness of victims rights.
 - * D. Provide referral to other victim programs and community services.
 - * E. Maintain a current body of legal knowledge especially as it relates to victim/witness issues.
 - F. Assist in grant request processes; satisfy grant requirements for those awarded.

MINIMUM QUALIFICATIONS

1. Education and Experience
 - † A. Three (3) years education in an accredited post-secondary program in criminal law, criminology, victim/witness programs, victim advocacy or preparation and processing of criminal litigation, or three (3) years verifiable full-time equivalent experience in those areas, or a combination of that education and experience.

2. Knowledge and Skill Requirements

- † A. Knowledge of the criminal litigation process in the state court system, including documents used in instituting criminal complaints.
- † B. Knowledge of the statutory rights of crime victims.
- † C. Knowledge of crime victim issues and methods to deal with them.
- † D. Skill in reading and comprehending materials involving legal and technical matters.

3. Ability Requirements

- † A. Ability to communicate orally and in writing in a logical, persuasive and accurate manner.
- † B. Ability to communicate effectively on a one-to-one basis or before groups for the purpose of obtaining or providing information.
- † C. Ability to work independently, be resourceful and complete assignments from minimal information and under general instructions.
- † D. Ability to accurately and thoroughly document and file information.
- † E. Ability to work under pressure of time and conflicting demands.
- † F. Ability to work effectively with supervisors, fellow employees, crime victims and citizens.
- † G. Ability to lift 10 pounds frequently without assistance and occasionally lift and/or carry such articles as dockets and ledgers weighing up to 25 pounds.
- † H. Ability to sit for long periods.
- † I. Ability to transport oneself around and about the area while performing the tasks listed above.

* Essential functions of the classification.

† Minimum requirements necessary on the first day of employment.

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96-1062R