



**CITY OF GOODYEAR**  
Department of Human Resources  
190 North Litchfield Road, P.O. Box 5100  
Goodyear, AZ 85338

<http://www.goodyearaz.gov>

**INVITES APPLICATIONS FOR THE POSITION OF:  
Assistant City Prosecutor**

*An Equal Opportunity Employer*

**SALARY**

\$32.15 - \$47.73 Hourly    \$66,880.94 - \$99,285.06 Annually

**ISSUE DATE:** 08/16/12

**FINAL FILING DATE:** 08/31/12

**THE POSITION**

*Starting Salary: \$66,880- \$81,487*

The Assistant City Prosecutor prosecutes misdemeanor criminal, civil traffic and municipal code and zoning cases with the goal of administering justice and advocating for victim's rights. The Assistant City Prosecutor will:

- Initiate civil, criminal, city code/zoning, or probation violation charges;
- Review/prepare cases for arraignments, pre-trial conferences, and probation violation;
- Participate in arraignments and pre-trial conferences;
- Prepare cases for trial/restitution/sentencing/probation hearings;
- Participate in civil traffic hearings, code and zoning hearings, bench trials, jury trials, and probation violation hearings;
- Research, write, and argue legal motions, appeals, special actions, and petitions for review;
- Attend law/code enforcement meetings;
- Participate in competency hearings.

Candidates must hold a Juris Doctorate Degree from an accredited college and must be admitted to, and be a member in good standing, with the State Bar of Arizona. Must possess a valid Arizona Driver's License.

The ideal candidate will have a demonstrated working knowledge of the principles of criminal law, victim advocacy, the rules of evidence, trial practice, legal research, and appellate work. The ideal candidate will be a hardworking, results-oriented individual who has the ability to work within a team environment, has a demonstrated knowledge of the principles of criminal law, victim advocacy, rules of evidence, trial practice, and appellate work. The candidate will possess excellent research, writing, and legal reasoning ability and be capable of assuming independent responsibility of legal matters with limited supervision.

**Examination Process**

Only a limited number of the most highly qualified applicants meeting the City's requirements

will be invited for an interview.

Examination process for this position will include:

Interview

Skills Assessment

[Job Description](#)

### **FIRST YEAR OBJECTIVES**

#### **Assistant City Prosecutor 12 Month Objectives**

Learn about and complete all regular responsibilities listed in the Job Description and specifically the following major objectives:

#### **First Three Months**

- Attend and successfully complete the City of Goodyear New Employee Orientation.
- Become familiar with Arizona's DUI and traffic laws.
- Successfully participate in pre-trial conferences and regularly scheduled court hearings.
- Become familiar with prosecution case management systems (Lawbase & Worlddocs).
- Represent City in bench/jury trials.

#### **First Six Months**

- Evaluate longform submittals.
- Participate in a police ride-along with a Goodyear DUI officer.
- Attend police meetings as needed.
- Become certified to access ACJIS (Arizona Criminal Justice Information System).
- Conduct legal research and write motions, appeals, special actions, and petitions for review.
- Participate in evidentiary hearings and oral arguments.

#### **First Twelve Months**

- Complete mandatory City training on blood borne pathogens, ethics, and harassment prevention.
- Assist Office in creating policies and procedures that improve operations, decrease turnaround times, and streamline work processes.
- Perform all other responsibilities assigned by the Goodyear City Prosecutor.

### **BLANK FIELD**

### **EEO STATEMENT**

The City of Goodyear is an Equal Opportunity Employer. Any applicant requiring additional assistance, please contact the Human Resources Department for accommodations. Prior to appointment, selected candidate(s) must pass a motor vehicle record check, criminal history check, and, if necessary for the position, a physical evaluation and/or credit history check. The City of Goodyear supports a drug and alcohol-free workplace.

The Smoke-Free Arizona Act is to protect Arizonans from the harmful effects of second-hand smoke; therefore, the City of Goodyear prohibits smoking in all designated **"no smoking"**

areas, including enclosed areas and areas within 20 feet of the entrances (except for patios).  
[www.smokefreearizona.org](http://www.smokefreearizona.org) (A.R.S. § 36-601.01)

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.goodyearaz.gov>

OR

190 North Litchfield Road, P.O. Box 5100  
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EXAM #00651  
ASSISTANT CITY PROSECUTOR  
SD

**Assistant City Prosecutor Supplemental Questionnaire**

- \* 1. Do you currently hold a Juris Doctorate Degree from an accredited college?
  - Yes
  - No
- \* 2. Are you currently admitted to the Arizona State Bar as an active member in good standing?
  - Yes
  - No
- \* 3. Why do you want to be a municipal prosecutor?
- \* 4. Why do you want to work for the City of Goodyear?
- \* 5. Please describe your experience in the area of criminal law, trial and appellate process.
  
- \* Required Question