

**CITY OF VICKSBURG**  
**JOB DESCRIPTION**

**Job Title: City Prosecutor/Associate City Attorney**

Department: Legal

Reports To: Mayor and Aldermen and City Attorney

FLSA Status: Exempt

Prepared by: NDT

Prepared Date: 1/5/18

Approved by:

Approved Date:

**Summary:**

Prosecutes misdemeanor cases in Municipal Court and misdemeanor cases appealed to County Court; handles various matters as assigned by the City Attorney

**Essential Duties and Responsibilities:**

Prepare and Prosecute cases for Vicksburg Municipal Court and appeals from that Court to Warren County Court. Includes assisting officers in preparing for trials, assisting court clerks on court matters; participate in conferences with contractors and judge as necessary regarding particular cases.

Verify Expungement Petitions for accuracy and approve prior to forwarding to Judge.

Research and provide training to officers as requested on criminal matters;

Participate in meetings concerning domestic violence grant

Assist in researching, drafting, coordinating and advising City Departments and Board of Mayor and Aldermen on particular matters as requested by City Attorney. May include title work, closing real estate transactions, and other real estate matters; may include attending meetings and advising of legal matters for various city boards such as the zoning board or transportation board.

Review documents provided pursuant to Open Records Request filed with City Clerk's Office for legal compliance prior to release

**Supervisory Responsibilities:**

N/A

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Education:**

Must have Juris Doctor and be licensed to practice law in the State of Mississippi. Must be in good standing with the Mississippi Bar.

**Computer Skills:**

Must have knowledge of Word Processing software (Word), legal research software (Westlaw or Nexus), e-mail, other city required applications

**Certificates, Licenses, Registrations:**

License to practice law; valid driver's license

**Other Skills and Abilities:**

Must have good organizational skills and be able to interact effectively with the public.

**Other Qualifications:**

Overtime, flexible work schedule and on-call work status is not a normal requirement of this position, but may be assigned if necessary.

**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.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

**Work Environment:**

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.

The noise level in the work environment is usually moderate.