



JOB DESCRIPTION

Position:	City Prosecutor
Department:	Legal Services
Supervisor:	City Attorney
FLSA Status:	Exempt
Bargaining Unit:	Not Represented
Hours:	Generally, Monday – Friday, 8:00 a.m. – 5:00 p.m.

The City of Belgrade is an equal opportunity employer. The City shall, upon request, provide reasonable accommodation for otherwise qualified individuals with disabilities.

Summary of Position:

The City Prosecutor provides legal representation, advice and guidance for criminal matters concerning the City and manages the criminal responsibilities of the City's prosecution function. The principal duties are performed in a general office and courtroom environment.

The work is performed under the general supervision of the City Attorney, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires establishing and maintaining effective working relationships with supervisors, assigned subordinate employees, other city employees, defendants, court personnel, law enforcement personnel, attorneys and other related legal professionals, and the general public.

Job Description/ Essential Duties:

These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.

- Manages the criminal prosecution responsibilities of the City. Those responsibilities include criminal and code compliance enforcement, responding to requests for Confidential Criminal Justice Information, and working with law enforcement to address legal questions and updates as needed.
- Represent the City and State in all matters within the prosecutorial jurisdiction of the office involving State and municipal code violations, including managing criminal cases from arraignment to trial and post-trial.
- Work with law enforcement, victim services, and other criminal justice system partners in pursuit of justice in criminal prosecutions.
- Research and write memoranda and legal briefs in accordance with trial and appellate court guidelines, including initiating motions and appeals on behalf of the City or State.
- Respond to private attorneys and/or the general public on criminal matters.
- Represent the City on various boards and multi-jurisdictional agencies, as assigned.

Revision History:

Revision #:	Revision Date:
2	05 2026
1	12 2023
0	03 2023

- In conjunction with other criminal justice agencies, develop and implement educational and training programs.
- Maintains the confidentiality and integrity of criminal justice information. This position is exposed to most police records, including, but not limited to criminal records, requests for services, traffic information, juvenile records, domestic abuse complaints, child abuse complaints, employee personnel files and all written and computerized records. There are legal and internal controls on the release of any information from Legal Services.
- Keep supervisor accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Attend meetings, conferences, workshops and training sessions and review publications and audio-visual materials to become and remain current on principles, practices, and new developments in prosecution services.
- Respond to the public's questions and comments in a courteous and timely manner.
- Communicate and coordinate regularly with others to maximize the effectiveness and efficiency of intra and interdepartmental operations and activities.
- Work closely with other personnel to promote a positive work environment and maximize teamwork and cooperation within the department.
- Develop training options and improvement plans to ensure exemplary operations in the department.
- Attend professional growth activities to keep abreast of innovations in the department.
- Performs other related duties as assigned or required.

Essential Knowledge, Skills and Abilities Related to this Position:

The successful candidate will possess:

- Substantial experience in prosecuting criminal violations of the law.
- Demonstrated experience and ability to effectively participate as a member of inter-disciplinary teams related to criminal matters.
- Knowledge of alternatives to prosecution, including use of mental health resources and community prosecution principles.
- Substantial knowledge of the principles, practices, methods, materials, and references utilized in legal research, including demonstrated acumen with online research tools, e.g., Westlaw.
- Substantial knowledge of State and Federal law regarding civil and criminal procedure.
- Demonstrated trial skills, including ability to develop persuasive opening and closing statements, making effective use of visual aids and analogies.
- Knowledge of negotiations, including an understanding of the principles of persuasion.
- Ability to present routine and complex issues to others and develop innovative legal arguments where necessary.
- Ability to work with others in adverse situations and develop and maintain effective working relationships.
- Ability to handle a large volume of individual case work.
- Demonstrated ability to review contracts and other complex documents prior to execution.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to understand reading materials and verbal instructions that require complex interpretation.

- Ability to perform mathematical calculations ranging from simple to sometimes complex.
- Strong computer skills including Microsoft Office Suite (Excel and Word) and the ability to learn and utilize various software and databases.
- Ability to write and present clear and concise administrative reports.
- Ability to interpret and apply Federal, State, and local policies, procedures, laws, and regulations as they relate to the position.
- Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Supervision Received:

Works under the general supervision of the City Attorney or as assigned.

Minimum Required Qualifications (Education, Experience and Training):

- Juris Doctorate Degree from an accredited law school; and
- License to practice law in the State of Montana and membership in good standing with the Montana Bar Association is required at the time of hire; and
- Minimum of one (1) year experience practicing law, preferably criminal law; or
- Any equivalent combination of knowledge, skills, and abilities necessary to perform the work may be considered.

Preferred Qualifications:

- Prior experience in prosecution, including litigation, trial experience, and case negotiation/resolution.
- Prior experience in local government and/or municipal law.

Special Requirements/Licenses or Certificates:

- Must possess a valid driver's license and have the ability to obtain a Montana driver's license within 60 days of employment.
- Offers of employment are conditional upon satisfactory completion of a pre-employment background check, reference checks, and driving record check.

Tools and Equipment Used:

Operates modern office machines and equipment, including personal computers, printers, copiers, scanners, telephone system, calculators and other appropriate office tools and equipment. Must be able to routinely use a full range of software applications, including word processing, spreadsheets, and a variety of standard or customized software applications appropriate to assigned tasks.

Working Conditions and Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Duties are performed in an office-type environment.
- The noise level ranges from quiet to moderate.
- Requires regular and punctual attendance and reports to work fit for duty.
- Duties require extended periods of sitting, walking, standing, talking, or hearing, keyboarding,

- reaching with hands and arms, and manual dexterity to handle office related machines and tools.
- Duties require occasional climbing or balancing, lifting/carrying items, pulling/pushing items, and stooping, kneeling, crouching, or crawling.
- Hazards are minor and controllable but can include cramped quarters, human error, angry/hostile humans, or exposure to a variety of outdoor weather conditions.
- Ability to perform body movements applicable to records management in an office environment.
- Possession of hand/eye coordination adequate to operate a computer and calculator.
- Have the ability to talk and hear in person and by telephone; see and read instructions, spreadsheets, reference materials, and computer reports.
- May be exposed to offensive language/photos or details of heinous acts.
- Ability to lift 10 pounds on a routine basis and up to 50 pounds on an infrequent basis.

Behavioral Expectations:

- Employee treats all customers and coworkers with respect, dignity, and honesty and manages relationships and communications in a way that promotes the interests of all parties.
- Employee works through adversity in a productive and positive manner.
- Employee shows nonjudgmental respect for all other’s perspectives.
- Employee appreciates the uniqueness, commonalities, and value of others.
- Employee maintains an appropriate level of transparency in their work and interactions with others.
- Employee stops disparaging remarks about others and does not participate in these remarks in front of the public or during work time.
- Employee does not hinder, obstruct, or interfere with the work of other employees.
- Employee does not show poor attitude (for example, rudeness or lack of cooperation) with others or supervisors by failing to perform reasonable requests, being insubordinate, or refusing to comply with instruction given.
- Employee does not abuse the use of materials, time, equipment, or property of the City.
- Employee’s performance does not fall below average in quantity or quality in relation to the requirements of the job.

Safety Related Duties:

- Follow the City’s and department’s work practices.
- Report occupational injuries, illnesses, and near misses immediately to supervisor.
- Follow supervisor instructions for obtaining first aid or medical attention.
- Participate in accident investigations as required.
- Participate in safety training.
- Suggest improvements in safety training requirements or programs to Supervisor.
- Identify unsafe work conditions and unsafe practices. Correct hazards or report them to supervisor as appropriate.

The job description is an overview of the duties, responsibilities and requirements of the position and are not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. The job description represents typical elements and criteria considered necessary to perform the job successfully, with or without reasonable accommodation. Employees may be required to perform other job-related assignments as requested. Duties, responsibilities and activities may change,

or new ones may be assigned at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions, duties of the position, and expectations set forth in the job description for this position.

Employee_____ Date_____