

## Job Posting

<b>Job ID:</b>	45617853	<b>Min Education:</b>	BA/BS/Undergraduate
<b>Position Title:</b>	City Prosecutor	<b>Min Experience:</b>	1-2 Years
<b>Company Name:</b>	Marlin, City of	<b>Required Travel:</b>	0-10%
<b>Job Function:</b>	Legal/Court	<b>Salary:</b>	0.00
<b>Entry Level:</b>	No	<b>Salary - High:</b>	0.00
<b>Job Type:</b>	Part Time	<b>Salary - Type:</b>	Contract Salary
<b>Job Duration:</b>	2 Year Reappointment	<b>Location(s):</b>	Marlin, Texas, 76661, United States

### CONTACT INFORMATION

**Contact Person:** City Manager                      **Phone:** 254-883-1450  
**Email Address:** citymanager@marlintx.net       **Fax:** 254-883-1456  
**Apply URL:** <https://marlintx.net/>

### Job Description

Under administrative direction of the City Manager, performs professional legal work in conjunction with the prosecutor of misdemeanor criminal cases, of a fine only offense, filed with the Municipal Court by the Municipal Police Department; Animal Control Officer or any other authorized employee; and city ordinances filed by the code enforcement officer. To primarily prosecute cases within the jurisdiction of the City.

- Conducts pre-trial conferences with defendants, defense counsel and may negotiate an appropriate plea, discuss discovery and interview request, meet with victims and set pre-trial dates;
- Responds to oral or written defense motions, appeals, case law, rules of evidence and criminal procedure;
- Assist Police Chief in training officers in methods for issuing prosecutable citations and may assist in training to detailed investigation and written documentation and advises them on how to prepare for trial. Trains and prepares officers for trials in municipal court proceedings;
- Reviews adopted and propose laws, ordinances, codes;
- Shall stay current with regular updates on laws and keep informed on court proceedings;
- Monthly Reports of activities, for example number of plea bargains, number and type of dismissal recommended;
- Demonstrates integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Performs all work duties and activities in accordance with city policies and procedures;

- Judicial procedures and rules of evidence; Procedures and practices followed by law enforcement agents, municipal government and the procedures and practices of municipal law.
- All behaviors shall comply with the Code of Conduct & Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures;
- Perform other related duties as required.

#### Job Requirements

- Sufficient clarity of speech and hearing with or without reasonable accommodation, which permits the verbal instruction to be communicated effectively, in person, on a telephone, and in a courtroom environment;
- Sufficient vision of power of observation, with or without reasonable accommodation, which permits him/her to comprehend written matters;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits him/her to operate standard office equipment and personal computer;
- Sufficient personal mobility and flexibility and physical reflexes with or without reasonable accommodation, which permits him/her to work in the office environment, and be able to lift up to 25lbs. and to perform in a courtroom environment.