Associate Staff Attorney

Job Description

Job Grade: 16	Job Code:
Job Group:	Job Family:
Department Name For This Position: Legal	Position Reports To (Immediate Supervisors Title): Senior Staff Attorney
Physical Location For This Position:	This Position Is: Exempt
This position is safety sensitive: No	Security Sensitive: No

General Description

The Associate Staff Attorney is responsible for the prosecution of misdemeanor and traffic cases in Rogers District Court and also represents the State of Arkansas/City of Rogers on District Court cases that are appealed to the Benton County Circuit Court. Additionally, the Associate Staff Attorney is responsible for timely, complete FOIA responses on behalf of the City of Rogers, and for other legal duties.

Essential Duties and Responsibilities

1. 1. Prosecutor for the Municipal Court. Perform legal research, prepare briefs and memoranda, and represent the City in District Court. Represent the City of Rogers/State of Arkansas when cases are appealed from Rogers District Court to Benton County Circuit Court. Develops procedures for the prosecution of cases in Rogers District Court. Responsible for legal briefs that may be required in criminal prosecutions. Promotes a positive public image through excellent customer service. 2. Perform legal review and preparation of responses to Arkansas Freedom of Information Act requests. Review incoming requests, determine what records are responsive and coordinate with department custodians. Prepare redactions and response letters that cite any specific legal basis for an exemption. Ensure timely and thorough responses. 3. Performs other duties as assigned by the Senior Staff Attorney.

Fiscal Responsibilities

Annual budget total value

0

Funds, facilities & equipment total value

0

Supervisory Responsibilities

How many non-supervisory employees are directly supervised by this position?

How many supervisors report to this position?

How many employees, in total, report to the other supervisors?

What departments (if any) are supervised by this position?

None

- Responsibilities For Work Of Others: Supervises a SMALL GROUP (1-3) of employees in the SAME or LOWER CLASSIFICATION. Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.
- Responsibility For Funds, Equipment, Property, Etc.: OCCASIONALLY responsible for the organization's and/or associated organization's property where carelessness or error would result in only MINOR damage or MINOR monetary loss. Ordinary care and ATTENTION IS REQUIRED when handling this property in order to prevent loss.

Education And Experience

- Education: Professional degree (J.D., Ph.D., etc.)
- Experience General: 3 years related experience and/or training.
- Experience Management: 19 to 23 months related management experience.

Work Skills

- Analytical Ability/ Problem Solving: MODERATELY DIRECTED. Activities covered by wide-ranging policies and courses of action, and generally directed as to execution and review. High order of analytical, interpretative, and/or constructive thinking in varied situations.

- Planning: CONSIDERABLE RESPONSIBILITY with regard to GENERAL ASSIGNMENTS in planning time, method, manner, and/or sequence of performance of own work, in addition, the work operations of a group of employees, all performing BASICALLY THE SAME TYPE OF WORK.
- Decision Making: Performs work operations which permit FREQUENT opportunity for decision-making of MINOR IMPORTANCE and also frequent opportunity for decision-making of MAJOR IMPORTANCE, either of which would affect the work operations of SMALL ORGANIZATIONAL COMPONENT and the ORGANIZATION'S CLIENTELE.
- Supervision Received: Under direction where a definite objective is set up and the employee PLANS AND ARRANGES OWN WORK, referring only UNUSUAL CASES TO SUPERVISOR.
- Accuracy: Probable errors would NORMALLY NOT BE DETECTED IN SUCCEEDING OPERATIONS and MAY HAVE serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.
- Communication Skills: Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.
- Critical Thinking Skills: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Mental Demand: VERY CLOSE MENTAL DEMAND. Operations requiring VERY CLOSE AND CONTINUOUS ATTENTION for control of operations which require a HIGH DEGREE OF COORDINATION OR IMMEDIATE RESPONSE. Operations requiring intermittent direct thinking to determine or select the most applicable way of handling situations regarding the organization's administration and operations; also to determine or select material and equipment where highly variable sequences are involved.

Other Skills

undefined

Accountabilities

- Freedom To Act: MODERATELY DIRECTED. Freedom to act is given by upper level management guided by general policies and objectives that are reviewed by top management.

- Annual Monetary Impact: MEDIUM: Same as Degree 2, except impact would range from $1MM to $10MM.
- Impact Of Job On End Results: MODERATE IMPACT. Job has a definite impact on the organization's end results. Participates with others in taking action for a department and/or total organization.

Certificates, Licenses, Registrations

Required

Must be licensed to practice law in the State of Arkansas.

Preferred

Licensed to practice in the Western District of Arkansas and Eighth Circuit Court of Appeals.

Contacts With Public and Employees

- Contacts With Employees: Contacts with other departments or offices and also frequently with individuals in middle level positions; consulting on problems that necessitate judgment and tact in presentation to obtain cooperation or approval of action to be taken. Also, important contacts with associates as required in advanced supervisory jobs, plus frequent contact with senior level internal officials.
- Contacts With Public: Extensive contacts with various diversified sectors of the public environment; wherein, the contacts are of major importance and failure to exercise proper judgment can lead to substantial losses to the organization

Machines, Equipment & Computers

- Use Of Machines, Equipment And/Or Computers: Regular use of complex machines and equipment (desktop/laptop computer and software, road and production machines and equipment, etc.)

Software Skills Required

Software Ability

- 10-Key: None
- Accounting: None
- Alphanumeric Data Entry: Basic

- Contact Management: None
- Database: None
- Enterprise Resource Planning: None
- Human Resources Systems: None
- Payroll Systems: None
- Presentation/PowerPoint: Basic
- Programming Languages: None
- Spreadsheet: Basic
- Word Processing/Typing: Basic

Other Software Skills

undefined

Work Environment

How much exposure to the following environmental conditions does this position require? Show the amount of time by checking the appropriate boxes below.

- Work near moving mechanical parts (spinning shafts, engines, lifts, etc.): Never
- Work in high, precarious places (tall structures, bucket lifts, extension ladders, etc.): Never
- Fumes or airborne particles (painting, sanding, solvents, flying lint or dust particles, etc.): Never
- Toxic or caustic chemicals (including potential for chemical spills, etc.): Never
- Outdoor weather conditions (exposure to outdoor heat, cold or inclement weather): Never
- Wet or humid conditions (not weather-related, such as greenhouse, carwash, etc.): Never
- Extreme cold (not weather-related, such as freezer, cold storage, etc.): Never
- Extreme heat (not weather-related, such as furnace, kitchen, ovens, etc. where temperature is regularly above 100 degrees F): Never
- Risk of electrical shock (live electrical wires, equipment that retains power after shutoff): Never
- Work with explosives (TNT, dynamite, nitroglycerine, or other related explosives): Never
- Risk of radiation (x-ray equipment, nuclear radiation, electromagnetic radiation, etc.): Never
- Vibration (jackhammer, soil compactor, equipment that creates high vibration, etc.): Never

- Indicate the level of noise that is typical for the work environment for this position by checking the appropriate box below.: Moderate (business office with computers/printers, light traffic, etc.)
- Working Conditions: Somewhat disagreeable working conditions. Exposed to any number of elements noted in Degree 2, with one or two elements present continuously. May involve some travel and/or work is at times, in the evening or during the night hours.

Physical Demands

Physical Activities

- Stand: Occasionally
- Walk: Occasionally
- Sit: Frequently
- Use hands to finger, handle, or feel: Occasionally
- Reach with hands and arms: Occasionally
- Climb or balance: Never
- Stoop, kneel, crouch, or crawl: Occasionally
- Talk or hear: Regularly
- Taste or smell: Occasionally

Weight Lifted

- Up to 10 pounds: Frequently
- Up to 25 pounds: Occasionally
- Up to 50 pounds: Occasionally
- Up to 100 pounds: Never
- More than 100 pounds: Never

Vision requirements

- Close vision (use of a computer, equipment, or any other work duties that require clear vision within two feet or less).
- Distance vision (driving vehicles or equipment; work duties such as surveying that requires clear vision at twenty feet or more).
- Peripheral vision (seeing 180 while focusing on a given object or area; work duties that require seeing beyond or around the focused vision area).
- Depth perception (ability to utilize three-dimensional vision to judge distances, placement of objects and spatial relationships).
- Ability to adjust focus (work duties that require the ability to adjust the eye to bring an object into sharp focus at various distances or focal lengths).

- Physical Demand: SEMI-REPETITIVE, LOW PHYSICAL: SEMI-REPETITIVE type work which requires PERIODS OF CONCENTRATION FOR VARIED TIME CYCLES as prescribed by the tasks.

Additional Information

Core Competencies / Additional Info

Yet More Additional Info

undefined

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