

Town of Allenstown Job Description Police Prosecutor

General Position Description: Performs highly responsible work in the preparation and presentation of cases in District, Superior Court, Department of Motor Vehicles and researching legal issues to assist in the administration of the Police Department.

Hiring Authority: The Police Prosecutor is hired or promoted by the Select Board, pursuant to RSA 41:10-a, and may be removed by the Select Board.

Accountability: Chief of Police

Equipment Used: Computer, telephone, typewriter, dictating copy and fax machines, calculator, motor vehicles, DVD, VCR and TV.

Environment: Inside: 95% Outside: 5%

Duties and Responsibilities: Except as specifically noted, the following functions are considered essential to this position. The following are indicative of the duties and responsibilities associated with this position, but are not intended to be all-inclusive.

- 1) Draft court complaints, and review all court complaints prepared by department personnel for legality and completeness.
- 2) Review police case files for completeness.
- 3) Coordinated the scheduling of cases for the department and ensure the punctual attendance of department personnel.
- 4) Responsible for effective preparation and presentation of cases before the courts by department personnel.
- 5) Establish and maintain records regarding court attendance by department personnel.
- 6) Maintain an effective working relationship between the department and the courts, attorneys, defendants, complainants, witnesses, and the general public.
- 7) Coordinate and cooperate with the County Attorney's Office in the scheduling and presentation of cases before the Grand Jury and Superior Court.
- 8) Establish and maintain accurate record of the presentation and disposition of cases in the courts.
- 9) Monitor the performance of department personnel in case preparation and presentation and make recommendations for additional training.
- 10) Maintain confidentiality of department information.
- 11) Attend to many items simultaneously and/or in sequence.
- 12) Familiar with and executes safe work procedures associated with assigned work.
- 13) Coordinate with Code Enforcement, Fire Department as well as other departments in bringing violation cases to District Court.
- 14) Draft Town Ordinance(s) upon request.
- 15) Review/Generate contracts for the police department and other legal services not related to court prosecution
- 1) Provide training to department personnel and advise department personnel in regards to statutory and regulatory changes.

Financial Data: This position is a salaried position under the Professional exemption of the FLSA.

Computer Operation: Computer skills, to include without limitation, MS Excel, Word, Outlook.

Other Functions: A high degree of independent decision making is required with minimal supervision. Excellent communication skills to include verbal, written and telephone.

Cognitive and Sensory Requirements:

Talking: Essential for the successful performance of the job.
 Hearing: Necessary for receiving reports, instructions, and testimony.
 Sight: Necessary for doing job effectively and correctly.
 Taste & Smell: May be needed during the conduct of investigations and prosecutions.

- Must demonstrate the ability to speak, read, write, and understand English sufficiently to execute job requirements.
- Ability to evaluate situations and exercise good judgment in making decisions.

Physical Requirements:

LIFT up to 10 lbs: Frequently required.
 LIFT 11 to 25 lbs: Occasionally required.
 LIFT 26 to 50 lbs: Rarely required.
 LIFT over 50 lbs: Rarely required.

CARRY up to 10 lbs: Occasionally required.
 CARRY 11 to 25 lbs: Occasionally required.
 CARRY 26 to 50 lbs: Rarely required.
 CARRY over 50 lbs: Rarely required.

REACH above shoulder height: Rarely required.
 REACH at shoulder height: Frequently required.
 REACH below shoulder height: Occasionally required.

PUSH/PULL: Rarely required.

During an 8 Hour Day, Employee is Required to:

Consecutive Hours:

Sit: _____ 6 _____

Stand: _____ 1 _____

Walk: _____ <1 _____

Total Hours:

Sit: _____

Stand: _____

Walk: _____

Specific Vocational Preparation Requirement(s):

- _____ 1. Short demonstration only.
- _____ 2. Any beyond short demonstration up to and including 30 days.

_____	3.	30 to 90 days.
_____	4.	91 to 180 days.
_____	5.	181 days to 1 year.
_____	6.	1 to 2 years.
_____	7.	2 to 4 years.
xxx	8.	4 to 10 years.
_____	9.	Over 10 years.

Other Considerations:

Twisting:	Rarely required.
Bending:	Occasionally required.
Crawling:	Not required.
Squatting:	Not required.
Kneeling:	Not required.
Crouching:	Not required.
Climbing:	Not required.
Balancing:	Not required.

Hand Manipulation:

Grasping:	Occasionally required.
Handling:	Frequently required.
Torquing:	Rarely required.
Fingering:	Frequently required.

Work Surfaces:

- Standard office desk and chair. Carpet, tile, wood and concrete floors.

Summary of Occupational Exposures:

- Tasks and procedures performed by employee involve risks classified by the CDC as:
Category III (Task/activity does not entail predictable or unpredictable exposure to blood)
- This position typically does not involve Category I exposure risk; however, if employee is trained in first aid, some emergency procedures may entail Category I exposure risks.

Other Training, Skills and Experience Requirements:

- Knowledgeable or certified in NIMS and ICS. RSA 21-P:52.
- Ability to deal effectively with local and State governmental officials.
- Knowledgeable of the structure functions, objectives and interrelationships of federal, State and local governments
- Employee required to attend annual re-certification program(s).
- Phase I responder to terrorism incidents.

License/Certification Requirements:

- High school diploma or G.E.D.
- Must possess and maintain a valid US state or local government driver's license.
- Member of the NH Bar, Licensed Attorney.
- BA and JD in Law.

Other Requirements:

- May require work periods of work in excess of forty hours per week.

- Employee will be subjected to a criminal background check prior to employment.
- Position entails a high degree of public scrutiny.
- Work is typically performed with considerable independence, but is reviewed regularly to insure proper procedures and techniques are being used.
- May not belong to an organization which advocates the overthrow of the government of the United States, the State of New Hampshire or the Town of Allenstown.

Schedule: Some evening and weekend meetings required. Must be available on a 24 hour basis to advise department personnel if and when needed or required.

Date of Creation: February 28, 2011

Revised Date:

Created by: Shaun Mulholland, Police Chief

Revised by: