

**Deputy City Prosecuting Attorney**  
**Open Until Filled – First Review of applications will begin August 28, 2020**

**STATUS:** Regular, full-time, non-union  
**RATE OF PAY:** \$76,760 - \$82,920 annual salary, depending on qualifications

Overview of Position	Professional legal duties with primary responsibility for prosecution of criminal misdemeanor and municipal code violations in the City of Missoula Municipal Court.
Primary Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Litigate criminal misdemeanor cases in Missoula Municipal Court</li> <li>• Manage criminal cases from arraignment to trial, including negotiating plea agreements</li> <li>• Research and respond to or initiate motions regarding legal issues and present oral arguments</li> <li>• Communicate with victims, witnesses, law enforcement, other attorneys, and defendants</li> <li>• Work closely with City Police Department for follow-up investigations, trial preparation, and to provide legal advice</li> </ul>
Knowledge & Skills Required	<ul style="list-style-type: none"> <li>• Proven knowledge of local, state and federal laws and court procedures, with an emphasis on local government</li> <li>• Proven ability to conduct complex legal research</li> <li>• Experience preparing cases for trial, negotiating plea agreements, and litigating criminal cases</li> <li>• Strong communication skills</li> <li>• Proven ability to develop and maintain effective working relationships with diverse individuals</li> </ul>
Required Qualifications	Juris Doctorate from an accredited law school, Member in good standing with the Montana State Bar, Licensed to practice law in the state and federal courts in Montana, AND At least two years prosecutorial experience as licensed attorney
The Successful Candidate Will	<ul style="list-style-type: none"> <li>• Work with a high degree of independence and initiative to solve complex legal issues</li> <li>• Exercise discretion regarding sensitive confidential matters, including criminal justice information</li> <li>• Perform work in accordance with professional standards, code of ethics, and legal principles</li> <li>• Effectively handle a high volume caseload (200+ active cases per prosecutor)</li> </ul>

<p>Special Requirements</p>	<p>Complete a fingerprint background check          Fulfill annual Continuing Legal Education (CLE) requirements</p>
<p>Diversity Statement</p>	<p>The City of Missoula is committed to building and sustaining a culture of diversity and inclusion. We embrace and encourage diversity in age, color, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political ideas, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make individuals unique. Reasonable accommodations in the selection process are provided, upon request, for individuals with disabilities. Qualified candidates may request veterans' or disabilities preference in accordance with state law.</p>
<p>Required Application Documents</p>	<p>The following documents must be submitted to be considered for this position.</p> <ul style="list-style-type: none"> <li>• City of Missoula application</li> <li>• Professional resume</li> <li>• Cover letter that addresses how your education and experience relate to the Required Skills and Knowledge</li> </ul>