

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Special Assistant City Attorney**

**Department: Police**

**Pay Grade: GS.14**

**Supervision Received From: Deputy City Attorney**

**FLSA Status: Exempt**

**Supervisory Responsibility For: None**

**Established: 8/27/13**

**Revision Dates: 4/4/25;  
1/11/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this position are responsible for working in partnership with law enforcement agencies (federal, state and local) to assist the City of Chattanooga in its Project Safe Neighborhood programs by considering the federal prosecution guidelines; identifying investigations best prosecuted in federal district court; furthering the reduction of violent crime on the street; and eliminating the violent criminal and drug traffickers.

**SERIES LEVEL:** This is a stand alone.

### **ESSENTIAL FUNCTIONS:**

*(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)*

Identifies and evaluates cases which are appropriate for federal prosecution, satisfying state and federal interests, by working with the Chattanooga Police Department.

Coordinates the identification of these cases with District Attorney General. Reviews and drafts criminal complaints and search warrants in compliance with the Federal Rules of Criminal Procedure.

Prepares Prosecution Memorandum, providing a factual summary of the investigation, identification of the defendant(s), potential criminal charges, list of evidence supporting the charges, list of witnesses and potential defenses, when appropriate.

Presents cases to the federal grand jury along with other Assistant U.S. Attorneys.

Prosecutes cases in compliance with procedures specified in the U.S. Attorney's Manual, the Local Rules of Court, the procedures established for the U.S. Attorney's Office for the Eastern District of Tennessee, Federal Rules of Evidence, and Rules of Professional Conduct. Drafts criminal indictments ensuring all elements found in the statute have been included.

Reviews Presentencing Investigation Reports and present objections and recommendations as needed.

Assists in the training of the Chattanooga Police Department as well as other law enforcement agencies working in the Chattanooga area. Partners and works with community groups involved with the Project Safe Neighborhood programs to effectively incorporate the prosecution aspect of these programs with the other goals of training, outreach, reentry, and deterrence.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers, and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Perform other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Juris Doctorate Degree and two (2) years work experience in criminal prosecution or criminal litigation.

LICENSING AND CERTIFICATIONS:

Possess and maintain a legal practice license from any state bar, or specific state bar where the federal district is located and obtain admission to practice in federal courts. If a City vehicle is operated, a valid vehicle operator license is required.

SUPPLEMENTAL INFORMATION

Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules and the democratic political process; the US Attorney's Manual, Federal Rules of Criminal Procedure, the Federal Rules of Evidence and Rules of Professional Conduct; the judicial system; caseload management techniques; human behavior; policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions; legal terminology; negotiation and conflict resolution principles and practices; confidentiality procedures; investigation techniques; library or online internet research techniques and research methodology for legal issues and cases; and interviewing procedures. Skill in observing, receiving and obtaining information from all relevant sources such as interviewing crime witnesses or victims to obtain descriptive information; obtaining information from witnesses, attorneys or litigants; reviewing federal criminal prosecution procedures; searching legal records; analyzing information and evaluating the costs/benefits of potential actions to choose the best option; evaluating information to determine compliance with applicable standards, laws and procedures; examining data against legal precedents; negotiating, handling complaints, settling disputes and resolving conflicts; communicating with people outside the organization, representing the organization to customers, the public, government and other external sources; developing working relationships with others;

providing customer service; making presentations; writing legal correspondence and documents; organizing, planning and prioritizing work; identifying information by categorizing, estimating, recognizing differences or similarities and detecting changes in circumstances or events; interpreting the meaning of information for others; communicating with supervisors, peers or subordinates; compiling evidence for court actions and court cases; conducting legal research; identifying laws or court decisions relevant to pending cases laws or court decisions relevant to pending cases; and using a personal computer to complete work assignments using word processing, spreadsheet, database, presentation, and other related computer software programs.

**PHYSICAL DEMANDS:** Positions in this class typically require fingering, grasping, talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:** Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SPECIAL REQUIREMENTS:**

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.