

Bylaw Prosecution Assistant

DEFINITION

This is independent technical work involving providing support to a prosecuting attorney responsible for legal matters relating to litigation of bylaw prosecution cases.

Employees of this class work independently gathering and analyzing information for use in bylaw prosecution court action. The work requires the use of procedures which include conducting document searches, exchanging information with appropriate civic officials, and collecting and analyzing bylaw violation information. Discretion and judgement are used in determining the most effective means of organizing information. The preparation of bylaw prosecution case files is handled independently with little consultation with a supervisor or the prosecuting attorney.

TYPICAL DUTIES

Researches information on a variety of bylaw infractions by contacting the Police Department, Bylaw Enforcement Officers, the Department of the Attorney General and any applicable sources.

Collects, analyzes and selects pertinent information to ensure the successful prosecution of bylaw infractions.

Orders necessary certificates where applicable.

Selects all civilian witnesses and issues subpoenas.

Compiles the prosecution file and ensures all relevant information is forwarded to the prosecutor for the court appearance.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the judicial system and court procedure.

Knowledge of the terminology and practices used in gathering information for court action.

Knowledge of the procedures followed by the Attorney General in the preparation and completion of bylaw prosecution cases.

Ability to exercise judgment and to work independently.

Ability to summarize information and write precisely.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade, supplemented by completion of a legal secretarial course plus three (3) years' legal secretarial experience, or completion of a minimum of three (3) post secondary paralegal courses in a secretarial or a law clerk program, plus five (5) years of directly related paralegal experience in a legal office.

** This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job*

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classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.

Salary Plan	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Job Code	0555		0556	
Last Updated:				
Previous Updates:				
Originated:	1989-02			