

City Prosecutor



**Municipal
Court**

Job Summary

The City of Hermiston is looking to fill a contracted part-time City Prosecutor position. We invite attorneys with criminal prosecution experience or those looking to gain experience to apply. The position advances the City's goals to improve public safety and quality of life for residents by prosecuting misdemeanors, traffic crimes, and city code violations, as well as preparing and participating in trials, hearings and other proceedings before the Hermiston Municipal Court and Umatilla County Circuit Court. The City Prosecutor manages his/her own caseload, makes charging decisions, conduct plea negotiations, and make sentencing recommendations consistent with City policy.

The City Prosecutor will handle approximately 200 criminal cases per year. That number is likely to increase to approximately 350 with the Municipal Court resuming jurisdiction over A Misdemeanors in 2023. The City Prosecutor will work cooperatively with the Hermiston Police Department, Hermiston Municipal Court, City Attorney and defense attorney(s).

Scope of Work

The City Prosecutor will represent the City of Hermiston in all phases of prosecution of cases in the Municipal Court including investigation, arraignments, pre-trial hearings, motions, bench and/or jury trials, sentencing, review hearings and appeals. The City Prosecutor shall advise the Hermiston Police Department in criminal law matters, and review all police department cases presented to the City Prosecutor. Those matters include the following types of cases:

- Misdemeanor criminal cases in Municipal Court.
- Represent the City on violation matters in which the defendant is represented by counsel.
- A Misdemeanor Failure to Appear charge(s)
- Appeals of convictions from Hermiston Municipal Court filed in Umatilla County Circuit Court
- Probation revocation and Contempt of Court cases
- Attending all Municipal Court sessions in which cases represented by the Prosecutor are scheduled (Approximately 3- 8 hours per week. The Court Administrator will work with all involved parties to create a consistent docket/schedule for the next year.)

The City Prosecutor will follow through with sentencing procedures and non-compliance post-sentencing matters. And provide all discovery materials to defense attorneys and/or defendants.

Minimum Qualifications

- Must pass a pre-employment background check.
- Must pass a criminal background check necessary to obtain Criminal Justice Information System (CJIS) clearance and Law Enforcement Data System (LEDS) certification within 30 days of hire. Clearance must be maintained throughout contracted position.
- Admission and good standing with the Oregon State Bar.

Compensation

Any attorney selected for these services shall be paid as an independent contractor without benefits. The monthly compensation rate will begin at \$5,500.00 and may be negotiable dependent on experience and the criminal workload for the City of Hermiston. The City Prosecutor will not be included in any public employee pension system and is not provided medical benefits.

Application

Interested candidates should provide a cover letter and resume outlining the candidate's credentials and experience. Please send the cover letter and resume to Municipal Court Administrator, Jillian Viles. These can be submitted via email to jviles@hermiston.or.us or can be delivered to the Hermiston Municipal Court, 330 S 1st St., Hermiston, OR 97838. Submissions must be received no later than **5pm on Friday, April 15th, 2022.**