



City of Omaha
Jean Stothert, Mayor

Human Resources Department

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Deborah K. Sander
Director

Honorable President

and Members of the City Council,

The attached Ordinance provides for the creation of a new classification, City Prosecutor. A copy of the new classification is attached for your convenience.

The City Attorney requested the creation of a new class specification, City Prosecutor. The City Prosecutor is responsible for managing the overall operation of the Prosecution Division of the Law Department, including supervising all attorneys and administrative staff and assigning and overseeing the prosecution of cases. The role also performs highly complex criminal legal work, representing the City in high-priority litigation and proceedings. The incumbent will report directly to the City Attorney.

The new class specification has been provided to you and will be added to the Administrative and Executive Classifications (AEC) group. The 2025 pay range is \$151,382.40 - \$223,558.40 annually.

The Human Resources Department recommends your favorable consideration of this new class specification and salary level. The classification was submitted and approved by the Personnel Board at its March 27, 2025 meeting.

Respectfully submitted,

Deborah K. Sander 4/1/2025
Deborah K. Sander Date
Human Resources Director

Referred to City Council for Consideration:

Jean Stothert 4/1/25
Mayor's Office/Title Date

Respectfully submitted,

Matthew M. Kuhse 3/31/25
Matthew M. Kuhse Date
City Attorney

Approved as to Funding:

Stephen B. Curtiss 4-1-25
Stephen B. Curtiss Date
Finance Director
FDR
AA

ORDINANCE NO. 44249

AN ORDINANCE to amend Section 23 - 177 of the Omaha Municipal Code concerning employment classifications by adding the employment classification entitled City Prosecutor with a salary range of \$151,382.40 to \$223,558.40; to repeal Section 23 - 177 as heretofore existing; and to provide the effective date hereof.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OMAHA:

Section 1. Due to the length of the affected Ordinance, Omaha City Council Rule VII(B) requiring amending ordinances to recite the entire section is hereby waived solely for the purposes of this Ordinance and only the lined-out material to be deleted and the underlined material to be added shall be recited herein.

Section 2. That Part AA. Classifications – Administrative and Executive, subpart Law (05) of Section 23 - 177 of the Omaha Municipal Code is hereby amended by adding the classification entitled City Prosecutor, Code Number 4085 with a pay range of \$151,382.40 to \$223,558.40, as follows:

<u>Code No.</u>	<u>Class Title</u>	<u>Pay Range</u>
<u>4085</u>	<u>City Prosecutor</u>	<u>\$151,382.40 to \$223,558.40</u>

Section 3. Section 23 - 177 of the Omaha Municipal Code, as heretofore existing is hereby repealed.

Section 4. This Ordinance, being legislative in character, and in accordance with Section 2.12 of the Home Rule Charter of the City of Omaha, shall be in full force and take effect fifteen (15) days following the date of its passage.

INTRODUCED BY COUNCILMEMBER

[Signature]

APPROVED BY:

Jim Stothert 4/30/25
MAYOR OF THE CITY OF OMAHA DATE

PASSED APR 29 2025 7-0

ATTEST:

[Signature] 4/30/25
CITY CLERK OF THE CITY OF OMAHA DATE

APPROVED AS TO FORM:

[Signature] 3/31/25
DEPUTY CITY ATTORNEY DATE



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CITY PROSECUTOR

BARGAINING UNIT: AEC

CODE NUMBER: 4085

PAY RANGE CODE: 4085

REVISION DATE: 3/27/2025

NATURE OF WORK:

This is highly responsible supervisory and legal work overseeing the operations of the Prosecution Division. Work involves managing the prosecution of all cases within the jurisdiction of the courts, including highly complex and challenging criminal professional legal work requiring extensive research, precedent problems, jury and court trials, appeals, and contested cases. Duties also include representing the City in high-profile traffic and misdemeanor cases, prosecuting criminal complaints, preparing and overseeing cases set for trial, and delivering presentations before higher courts. The City Prosecutor is responsible for supervising all attorneys and administrative staff in the Prosecution Division. An incumbent exercises considerable independent judgment in the performance of duties with limited guidance received from the City Attorney.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Manages the operations of the Prosecution Division.

Supervises and directs the work of attorneys and staff in the Prosecution Division including work assignment, performance evaluation, and hiring, discipline, and termination of staff.

Oversees the prosecution of traffic and criminal misdemeanor cases, and presents or oversees all appeals.

Provides general guidance and advice to attorneys.

Oversees and participates in the preparation of briefs, pleadings, and other legal documents and prepares and tries major bench and jury trials.

Represents the City in the highest priority litigation and proceedings before administrative and legislative bodies of other jurisdictions. Provides supervision to attorneys assisting with litigation.

Reviews and provides opinions to prosecuting attorneys concerning advisability to pursue, compromise, or dismiss criminal charges. Advises the Omaha Police Department and other law enforcement on criminal law and procedure. Prepares and reviews municipal ordinances dealing with criminal law and procedure.

Ensures criminal cases are handled in a timely and proper manner.

Performs highly complex legal research and prepares agreements, ordinances, legal opinions, and memoranda for study and consideration by the City Attorney or other City officials.

Assists and advises the City Attorney in developing, implementing, and evaluating departmental policies and procedures to improve operations and in resolving departmental matters.

Oversees and participates in developing and managing the Prosecution Division's annual budget, including forecasting funds needed for staff, services, and materials and approving expenditures.

Reviews reports, files, and other supporting evidence for criminal cases.

Reviews proposed legislation affecting criminal prosecution and stays informed on changes to state and local laws impacting prosecution, adjusting policies and procedures to comply with law.

Serves as liaison for the Prosecution Division with other County departments, divisions, and outside agencies, including federal, state, and local law enforcement agencies.

Responds to questions from the public, media, elected officials, and City staff regarding City ordinances, policies, and state statutes.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of general criminal law, municipal, State, and Federal laws.

Knowledge of judicial procedures and rules of evidence.

Knowledge of City ordinances and accepted legal and court interpretations.

Knowledge of constitutional law and statutory provisions relating to municipalities.

Knowledge of the procedures and techniques of legal research and sources of information.

Knowledge of the City of Omaha Municipal Code and State, Federal, and municipal laws.

Knowledge of the organization, functions, and legal limitations of the authority of City departments.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Skill in researching and interpreting complex legal cases, statutes, and precedents and applying legal principles and specialized knowledge to individual cases and problems.

Skill in explaining laws, policies, and procedures.

Skill in understanding and interpreting cases, laws, federal regulations, statutes, ordinances, and contracts.

Skill in preparing clear, concise, and organized legal opinions, ordinances, contracts, and other documents.

Ability to determine the legal relevance and appropriate application of laws, federal regulations, statutes, ordinances, contractual agreements, and factual information to assigned situations.

Ability to communicate in order to deliver presentations, argue cases in court and respond to questions from the public.

Ability to analyze, appraise, and organize facts, evidence, and precedents.

Ability to present and argue cases in court in a tactful and constructive manner.

Ability to provide work direction to subordinate attorneys and clerical staff.

Ability to understand written or oral instructions.

Ability to learn and adapt to advances in computer and electronic device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit continuously; stand and walk frequently; and reach, bend, stoop, and push occasionally.

Ability to move objects weighing up to ten (10) pounds occasionally.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Juris Doctor degree

AND

Ten (10) years of experience as an attorney, including experience in legal research and trial work, preferably in criminal law and procedure.

SPECIAL QUALIFICATIONS

Admission to the Bar in the State of Nebraska.

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job.)*

Work is performed in an office or courtroom setting amid normal conditions of dust, odors, fumes, and noises and involves considerable public contact.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone
Copier
Facsimile Machine

Computer
Printer
Audio Visual Equipment

Dictation equipment
Scanner

Previous Revision Date(s):

4085	City Prosecutor										
2025	A	B	C	D	E	F	G	H	I	J	K
annually	151,382.40	158,600.00	165,817.60	173,035.20	180,252.80	187,470.40	194,688.00	201,905.60	209,123.20	216,340.80	223,558.40
bi-weekly	5,822.40	6,100.00	6,377.60	6,655.20	6,932.80	7,210.40	7,488.00	7,765.60	8,043.20	8,320.80	8,598.40
hourly	72.78	76.25	79.72	83.19	86.66	90.13	93.6	97.07	100.54	104.01	107.48