



## **Title: City Attorney**

**FLSA STATUS:** Exempt from overtime under FLSA.

### **SUPERVISION RECEIVED AND EXERCISED:**

Receives policy direction and guidance from the Mayor and City Council.  
Directs the activities of legal, administrative, professional and clerical staff.

### **MINIMUM QUALIFICATIONS**

**Education:** Juris Doctorate or equivalent degree from an accredited law school.

**Experience:** Minimum qualifications include ten years of progressively responsible legal experience with at least three years' experience as a practicing attorney performing legal and trial work comparable to that of a City Attorney, preferably in a state, county or local government setting.

**Licenses/Certifications/Special Requirements:** Licensed to practice law in the State of Arizona and membership in good standing in the State Bar of Arizona (or the qualifications to gain admission promptly).

### **PREFERRED/DESIRABLE QUALIFICATION(s):**

Knowledge of the Peoria City code and charter provisions; general City, State, and Federal law, with particular reference to municipal legal provisions and municipal law, criminal misdemeanor prosecution and victim rights, and civil litigation and claim management.

### **JOB SUMMARY**

The City Attorney, appointed by the Peoria City Council, acts as the chief legal counselor and advisor of the City Council and other City officials. The Office of the City Attorney exists to facilitate the lawful goals, objectives, and policies of the City of Peoria, Arizona, through the provision of legal advice and legal services based on a commitment to the "PEORIA" values.



## ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Attends all Council meetings and, when appropriate, meetings of boards and commissions for the purpose of learning policies underlying official action and giving advice on legal implications involved, including advice as to alternative legal and administrative approaches to the solution of major City issues.
2	Provides sound legal advice and prompt legal services to the City Council, Mayor, City Manager, Department Directors and other officials of City government within the established budget and time constraints. Prepares legal opinions for City officials, departments, boards, commissions and the City Council. Proactively addresses needs for legal advice and legal services. Keeps informed of proposed state and federal legislation affecting the City government.
3	Files and defends all suits, actions, or causes where the City is a party and reports to the Council, when required, the condition of any suit or action to which the City is a party. Represents the City at trials and appeals before courts of higher jurisdiction. Hires and supervises outside counsel when necessary and appropriate.
4	Drafts or reviews deeds, contracts, conveyances, ordinances, resolutions, and other legal instruments when required by the Council or requested by the City Manager. Approves or disapproves as to form, in writing, all documents submitted to the City Attorney.
5	Oversees the selection of personnel for the City Attorney's Office; participates in establishing and monitoring employee performance objectives; prepares and presents employee performance reviews; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures. Ensures that budget, technology, training and facilities are sufficient so that personnel are able to perform their assigned duties.
6	Builds relationships and effective networks with peers in neighboring communities; joins and participates in national and state municipal attorney organizations; attends and presents at legal seminars and conferences; encourages all personnel in the City Attorney's Office to be



# City of Peoria

## HUMAN RESOURCES

active in their respective professional organizations; strives to lead one of the best municipal law offices in the State of Arizona. .



**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

<b>Physical strength for this position is indicated below with "X"</b>					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
<b>Sedentary</b>	<b>X</b>	<b>Light</b>	<b>Medium</b>	<b>Heavy</b>	<b>Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

<b>Work Environment for this position is indicated below with "X"</b>				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
<b>Office</b>	<b>X</b>	<b>Outdoors</b>	<b>Vehicle</b>	<b>Office and Field/ Plant/ Warehouse</b>
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers, telephone, copier, scanner, printers, smart phone and related software, including law office case and matter management system.

**PROTECTIVE EQUIPMENT REQUIRED:**

None required.