



Title: Assistant City Attorney—Litigation Unit

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Senior Assistant City Attorney.
May indirectly supervise Legal Specialists, Paralegals or Law Clerks.

MINIMUM QUALIFICATIONS

- **Education:** Juris Doctorate from an American Bar Association (ABA) accredited law school.
- **Experience:** Minimum of six years related experience.
- **Licenses/Certifications/Special Requirements:** Membership in good standing in the State Bar of Arizona. Admission to the Ninth Circuit Court of Appeals within three months of hire (Litigation Assignment). Admission to the US District Court for the District of Arizona within three months of hire (Litigation Assignment)

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The City Attorney's Office of the City of Peoria provides a wide range of professional legal services to the Mayor, City Council, City Manager, City departments, and various boards and commissions of the City of Peoria. The City Attorney's Office is currently seeking an attorney for the Civil Litigation Unit of the General Counsel Section. This attorney will represent the City and City employees in a wide variety of municipal litigation including, but not limited to § 1983 claims, negligence claims, contract claims, employment law claims, election law cases and eminent domain cases. This attorney will practice in both the state and federal courts, and will handle matters at both the trial level and the appellate level.

The Civil Litigation Unit also works closely with the City's Claims Coordinator and the attorneys in the General Counsel Section of the City Attorney's Office. The General Counsel Section is assigned specific departments for purposes of primary representation. These include, but are not limited to, the following departments: Planning and Community Development; Finance; Engineering and Development; and Community Services. Additionally, the representation includes the following Boards and Commissions: Planning and Zoning Commission; Parks and Recreation Board; and Historic Preservation Commission.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of attorney positions within the City Attorney's Office. The responsibilities may vary depending on whether the attorney is assigned to the Litigation Unit or the General Counsel Section. Further, the list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development.
2	Advises City Council, management, and department staff and Boards and Commissions on legal questions and procedures in various aspects of municipal law.
3	Initiates, negotiates and drafts agreements, development agreements, franchise agreements, leases, contract ordinances, contracts, and other legal documents and / or memoranda; reviews procurement contracts and bids.
4	Analyzes, evaluates and legally resolves issues.
5	Drafts documents, such as resolutions, ordinances, licenses, easements, letters, escrow accounts and agreements, etc.
6	Establishes and accomplishes yearly goals and objectives (and training plans) and meets yearly Continuing Legal Education course requirements.
7	May represent City in assigned areas of practice in state and federal courts and, if applicable, before boards, commissions, and administrative bodies. Investigates case allegations. Prepares written legal positions, conducts research, and prepares supporting memoranda.
8	May prepare witnesses for depositions, trials, and / or administrative hearings so that they are comfortable testifying and understand the procedures. Takes depositions and other sworn testimony relating to on-going cases. Tries cases.
9	May provide Risk Prevention advice. Advises the Claims Coordinator, the City Attorney, and the Chief Assistant City Attorney regarding liability claims, which includes providing input for settlement. May attend Executive Session with the City Attorney or Chief Assistant City Attorney.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X” 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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
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.

Work Environment for this position is indicated below with “X” 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.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
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, fax machine, printers, calculator, smart phone and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.