



City of Peoria

HUMAN RESOURCES

Title: Assistant City Attorney

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Chief Assistant City Attorney.

May exercise direct supervision of 0 - 3 employees, which may include Assistant City Attorneys, Legal Specialists, Paralegals, or Legal Clerks ; May indirectly supervise 0 - 2 employees, which may include Legal Specialists or Paralegals.

MINIMUM QUALIFICATIONS

- **Education:** Juris Doctorate from an American Bar Association (ABA) accredited law school.
- **Experience:** Minimum of six years related experience. Requires broad knowledge of complex systems and procedures.
- **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 Duty Assignment)

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to provide 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. Currently, 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 the position. 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 plan) 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, trial, and / or administrative hearings so that they are comfortable testifying and understand the procedure. 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 Senior Deputy.



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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.