



JOB DESCRIPTION

City of Peoria

The City of Peoria team members share a commitment to provide quality service for our community.

*We are: **Professional, Ethical, Open, Responsive, Innovative, Accountable***

City Attorney

JOB OBJECTIVES

Act as the chief legal counselor and advisor of the Council and other City officials, as designated by the Council.

SUPERVISION RECEIVED AND EXERCISED

Receive direction from the Council. Exercise direct supervision over legal staff.

POSITION ACCOUNTABILITIES May include, but are not limited to, the following:

Attend Council meetings and conferences for the purpose of learning policies underlying official action and give advice on legal implications involved, including advice as to alternative legal and administrative approaches to the solution of major City problems. Render oral and written opinions to City Council, Mayor, City Manager, department heads, and other officials of City government. Draft deeds, contracts, conveyances, ordinances, resolutions, and other legal instruments when required by the Council. Approve or disapprove as to form, in writing, all documents submitted to the City Attorney. Keep informed of proposed state and federal legislation affecting the City government. Prosecute and defend all suits, actions, or causes where the City is a party and report to the Council, when required, the condition of any suit or action to which the City is a party. Represent the City at trials and appeals before courts of higher jurisdiction. Participate in recommending the appointment of personnel for the City Attorney's office; participate in establishing and monitoring employee performance objectives; prepare and present employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations. Perform related duties as assigned.

CRITICAL SKILLS/EXPERTISE - needed to complete position accountabilities

Knowledge of:

City code and charter provision; general City, State, and Federal law, with particular reference to municipal legal provisions and municipal law. Judicial procedures and rules of evidence. Organization, functions, and legal limitations on the authority of the various City departments.

Ability to:

Determine whether a legal or administrative approach will best resolve a City problem. Organize, interpret, and apply legal principles to complex legal problems. Supervise the preparation and trial of important cases and to present materials clearly and logically in oral and written form. Communicate clearly and concisely, both orally and in writing. Supervise, train, and evaluate personnel.

Experience and Training:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of experience as a practicing attorney performing legal and trial work comparable to that of a City Attorney, preferably in a municipal setting.

Training:

Equivalent to a Juris Doctorate from an accredited law school.

ADDITIONAL REQUIREMENTS

Physical Requirements:

Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently to move objects; involves sitting most of the time.

Work Environment:

Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.

License or Certificate:

License to practice law in the State of Arizona and membership in good standing in the State Bar of Arizona

FLSA Status: Exempt

Employee Association Status: Exempt

Revised: 7/92

DURING THE SELECTION PROCESS, ANY APPLICANT REQUIRING ACCOMMODATION FOR A DISABILITY SHOULD ADVISE THE HUMAN RESOURCES DEPARTMENT.

JOB HOTLINE (VOICE ONLY): 623-773-7105
HUMAN RESOURCES (VOICE/TDD): 623-773-7100

AN EQUAL OPPORTUNITY EMPLOYER
OPORTUNIDAD DE EMPLEO CON DERECHOS IGUALES

8401 West Monroe St, Suite 110 ❖ Peoria, Arizona 85345 ❖ 623-773-7100 ❖ Fax 623-773-7141