

ASSISTANT CITY ATTORNEY I

JOB DESCRIPTION

Classification Responsibilities: An Assistant City Attorney I performs professional civil municipal legal work involving a wide variety of legal issues, cases, and projects. Attorneys in this classification will work independently on legal matters and will work with more experienced attorneys on more complex legal matters. An Assistant City Attorney I may be assigned to work in either the Civil Litigation Defense or the Administrative Municipal Law areas of assignment. The Administrative Municipal Law unit provides municipal law related professional and administrative legal work. The Civil Litigation Defense unit represents the City in civil litigation cases, appeals, and hearings. This class performs related duties as required or assigned.

Civil Litigation Defense Assignment: Attorneys assigned to Civil Litigation Defense are responsible for planning, investigating, and trying cases and appeals and performing administrative legal work including tort litigation. Incumbents must have the ability to handle all aspects of a civil defense litigation practice, which include: discovery, depositions, motion practice, and trials; an understanding of federal and state law defenses for federal and state claims; knowledge about federal and state rules of civil procedures; the ability to conduct jury and bench trials in federal and state court (initially with the assistance of an experienced attorney with progression to handling trials independently); and excellent public speaking, writing, and legal research skills.

Administrative Municipal Law Assignment: Attorneys assigned to Administrative Municipal Law must have knowledge about general municipal law bearing on City legal problems, including public records and open meeting laws; the ability to draft ordinances, resolutions, and agreements (initially with the assistance of an experienced attorney with progression to handling these duties independently); and the ability to provide City departments with legal advice.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. An Assistant City Attorney I receives general supervision from a Deputy City Attorney who reviews work through conferences and meetings and by an evaluation of overall results achieved. Work requires considerable exercise of initiative and independent judgment with established guidelines. Employees in this class may progress by noncompetitive promotion to Assistant City Attorney II upon meeting the specific criteria-based promotion requirements of experience and performance. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from a school of law, accredited by the American Bar Association, with a Juris Doctor Degree.

Special Requirement. Active membership in the Arizona State Bar Association at the time of application.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. A strong background in contract drafting is highly desirable and preferred. For the *Civil Litigation Defense Assignment*, experience in municipal or public litigation defense work is highly desirable.

ESSENTIAL FUNCTIONS

Communication: Advises department managers, City officials and representatives, City Council, boards, and commissions on legal problems and questions. Answers communications from the public relative to legal matters affecting the City. Represents the City's interests in court. Investigates complaints and claims by or against the City. Prepares legal opinions, court papers, contracts, ordinances, resolutions, deeds, leases, and other legal documents with clearly organized thoughts.

Manual/Physical: Represents the City's interests in court and before regulatory agencies. Uses demonstrative evidence in preparing and presenting legal issues. Observes data and conditions affecting the City's legal interests to determine compliance with the law and contracts. Attends weekly meetings to develop strategies for defining lawsuits and claims filed against the City. Meets scheduling and attendance requirements.

Mental: Organizes, interprets, and applies legal principles and knowledge to legal problems. Performs a variety of legal research projects for City departments, units, and programs. Investigates claims and complaints by or against the City. Conducts research of legal precedents, federal laws, state statutes, and City ordinances. Prepares and assists in preparing civil court cases for trial. Comprehends and makes inferences from written material. Analyzes narrative and statistical data to make recommendations regarding legal issues affecting the City. Analyzes, appraises, and organizes facts, evidence, and precedents in considering the various aspects and alternatives associated with legal positions. Learns job-related material through on-the-job training and at seminars and conferences.

Knowledge and Abilities:

Knowledge of:

court pleadings, procedures, and the rules of evidence;
information required by the disclosure process;
case law on civil rights and general tort law; and
the City's organization; including structure, functions, and types of jobs.

Ability to:

analyze, appraise, and organize facts, evidence, and legal precedents, and present such matters orally and in writing;
determine limits of actions available to opponents and the probable course of action in the court case;
exercise sound judgment;
work cooperatively with others; and
prepare clear and concise oral and written reports and presentations.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/24

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INCREMENTS 58-200

PAY GRADE: 59

IND-8820

SWORN-No