



City of Casa Grande

Assistant City Attorney

GENERAL PURPOSE: Under limited supervision, assists City Attorney as legal advisor to the City; provides legal opinions and strategy.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Represents the City and assures that legal issues are resolved within City policy guidelines; reviews and evaluates policies, regulations and other legal matters applicable to the City.
- Confers with, and offers advice and counsel to City officials and employees; provides legal assessments and recommendations.
- May serve as City Prosecutor, prosecuting criminal and civil actions in City Court, including municipal zoning and aesthetic code enforcement issues; and as such reviews Police reports; conducts factual and legal analysis to determine whether legal issues should be prosecuted, based on the facts of law and evidence; conducts conferences with defendants and defense attorneys concerning settlement of cases.
- Drafts and revises ordinances, resolutions and other legal measures.
- Conducts legal research; gathers and compiles legal instruments and documents; identifies and evaluates records and other information; reviews documents and motions filed in City court; prepares and presents legal documents and analyses as required.
- Drafts contracts for goods and services and commercial leases; resolves property issues and related litigation for areas of primary legal responsibility; handles all matters relating to City debt collection.
- Provides supervision and training for assigned staff including supervision of Victims Assistance Program and contract prosecutors.
- Provides coaching, counseling and professional assistance to staff on legal skills and professional responsibilities; assists legal staff in the development of case strategy, legal theories and other technical issues.
- Monitors trends in criminal justice issues, and recommends improvements.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Legal and administrative staff.

JOB DESCRIPTION
1403 Assistant City Attorney.doc

MINIMUM QUALIFICATIONS:

Education and Experience: Juris Doctorate (JD) degree required; and five (5) year's experience in practice of law.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City organization, operations, policies and procedures.
- Knowledge of State of Arizona criminal and civil statutes, rules, administrative orders, policies and procedures, and applicable Federal rules and regulations.
- Knowledge of Arizona judicial procedures and rules of evidence.
- Knowledge of legal precedents and court decisions impacting municipal government.
- Knowledge of the duties, powers, authorities and limitations of a city attorney.
- Knowledge of legal research methods, techniques, sources, and databases.
- Knowledge of legal case management procedures, ethics and techniques.
- Knowledge of the principles of record keeping and records management.

- Skill in reviewing and assessing legal issues and documents.
- Skill in reading, interpreting, understanding and applying legal standards and procedures, applicable Federal rules and regulations, and City policies and procedures.
- Skill in litigating cases in legal hearings and courtroom settings.
- Skill in researching and identifying precedence in case law.
- Skill in leadership, coordinating staff, and delegating tasks and authority.
- Skill in verbal and written communication, and exercising judgment and discretion in decision making.
- Skill in establishing and maintaining cooperative working relationships with attorneys, law enforcement agencies and other participants in the civil justice process.
- Skill in operating a personal computer utilizing a variety of business software.

Special Requirements: Must be licensed by the Bar to practice law in the State of Arizona, remain active with all Arizona Bar annual requirements, and maintain a clear criminal record.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.