



City of Casa Grande

City Attorney

GENERAL PURPOSE: Under administrative direction, serves as chief legal advisor to the City Council, City Manager and other City staff; provides legal opinions and advice concerning strategy, and represents the City in legal actions.

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 in negotiating contracts and cases, and assures that legal issues are resolved within City policy guidelines; reviews and evaluates pertinent decisions, policies, regulations and other legal matters applicable to the City.
- Confers with, and offers advice and counsel to City officials and employees on City matters.
- Manages municipal legal issues; advises City officials, departments and agencies; negotiates agreements with opposing parties and counsel; anticipates problems and pursues solutions; establishes case strategy.
- Provides legal assessments and recommendations; conducts factual and legal analysis to determine whether legal issues should be prosecuted or defended, based on the facts of law and evidence; conducts conferences with opposing parties concerning settlement of cases.
- Drafts and revises ordinances, resolutions and other legal measures; attends City Council and other board and commission meeting to provide necessary legal advice.
- Conducts legal research; gathers and compiles legal instruments and documents; identifies and evaluates records and other information; prepares and presents legal documents, analyses, and City code revisions as required.
- Identifies training needs and provides training for legal staff; serves as a liaison between the City Attorney's office and various organizations and state and Federal agencies.
- Guides and assists other legal staff; provides coaching, counseling and professional assistance on legal skills and professional responsibilities; assists legal staff in the development of case strategy, legal theories and other technical issues.
- Monitors trends in municipal law and risk management issues, and recommends operational, procedural and policy improvements.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Legal and administrative staff.

JOB DESCRIPTION
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MINIMUM QUALIFICATIONS:

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

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 researching and identifying precedence in case law.
- 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.