



**Range:** SM-4  
**FLSA:** Exempt  
**Date:** March 18, 2014

### **ASSISTANT CITY ATTORNEY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

To perform a variety of duties including initiating and pursuing prosecution of criminal matters, handling civil legal work for the City; to advise and inform City law enforcement personnel; and to supervise contract attorneys handling civil matters for the City.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the City Prosecutor/Managing Attorney

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**--*Essential and other important responsibilities and duties depending on which main function of the department you may be assigned, may include, but is not limited to, the following:*

#### **Essential Functions:**

1. As directed, attend City Council, Planning & Zoning Commission and Board of Adjustment meetings as well as other City Committees, boards and commissions.
2. As directed, research and draft resolutions and ordinances.
3. Develop/modify city policies on open meeting laws, public records requests, election procedures, and city code organization.
4. Respond to public inquiries concerning the role of the City Attorney's office in prosecution of misdemeanor cases and advising the City Council/staff.
5. Monitor council communications/agendas and related documents for city council meetings.
6. Review the use of case management software by the City Attorney's office for organization of criminal cases and civil library of memos, forms, and research topics.
7. Review use of the legal department section of the city website for creation of employee training modules on open meeting laws, public records request, and email policies on the intranet, as well as display of information and related links for public information.
8. Monitor pending Arizona legislation for potential revisions to the City codes and advising City departments of new laws impacting their operations.
9. Prepare summaries of training conference for distribution to city departments/legal department staff.
10. Assist in the processing of claims against the City; notify the City insurer of all such claims and handle insurance coverage issues and questions.
11. As directed, respond to department heads and staff requests for civil legal advice or services and determine whether it is a legal matter.

12. As directed, respond to requests from the City Council or City Manager for legal advice or services.
13. As directed, initiate and handle prosecution of misdemeanor cases before the Sedona Magistrate Court; respond to appeals or special actions arising out of cases.
14. Assist in the prosecution of misdemeanor cases by other counsel as appropriate.
15. Assist in providing advice to the Sedona Police Department and personnel concerning law enforcement issues generally, as well as public records, employment and other matters specifically related to the operations of the department; advise officers in regard to proper procedures in the prosecution of criminal matters in which they are involved.
16. As directed, conduct training sessions with the Sedona Police Department regarding new laws, trial techniques, and other matters necessary to the effective prosecution of misdemeanors and handling of other law enforcement responsibilities.
17. Assist and inform victims with respect to their rights in criminal proceedings.
18. Coordinate the prompt and efficient handling of misdemeanor cases with the Sedona Magistrate Court.
19. Confer with defense attorneys, witnesses and victims, and negotiate plea agreements when it is in the best interest of the City.
20. Interview police officers or others presenting evidence for the City in criminal prosecutions to ascertain that the evidence is complete.
21. As directed, represent the City in civil appellate matters in state and federal courts.
22. As directed, study new legislation and case law pertinent to the City; brief City staff and officials concerning the same.
23. As directed, assist department heads in establishing departmental policies by applying legal principles and procedures; recommend changes in policies and procedures in order to meet legal requirements.

## **QUALIFICATIONS**

### **Knowledge of:**

- Municipal, state, and federal laws and case law relating to or affecting City government
- Municipal law enforcement and misdemeanor prosecutions
- Methods of legal research, established precedents and sources of pertinent legal references
- Rules of evidence and civil and criminal procedure

### **Ability to:**

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts
- Encourage and facilitate environment for building team efforts and problem solving of work related issues by employees
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement
- Interpret City policies, procedures and law
- Organize, analyze, and present facts and legal precedent clearly, concisely and persuasively, orally and in writing
- Skillfully prepare and try cases and organize, interpret, and apply legal principles and precedent
- Exercise sound independent judgment in resolving legal matters concerning the City
- Work with support staff in connection with criminal prosecutions
- Respond to requests and inquiries from the general public

- Understand and carry out oral and written instructions
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain cooperative work relationships with those contacted in the course of work including City staff and the general public
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities
- Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities

### **Experience and Training Guidelines**

*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:**

Five or more years of municipal law experience; familiarity with general principles of criminal law and general civil law.

#### **Training:**

Graduation from a law school accredited by the American Bar Association with a Juris Doctor.

#### **License or Certificate**

Member in good standing of the State Bar of Arizona.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office and courtroom environment.

#### **Physical Conditions:**

Essential and other important responsibilities and duties may require maintaining physical condition necessary for sitting for prolonged periods of time and working closely with others; general manual dexterity.