



City of Tempe

DEPUTY CITY ATTORNEY

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	034	<i>Department / Office:</i>	City Attorney
<i>Supervision Level:</i>	Deputy Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Attorney
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No
Click here for more job classification information including current salary range.			
**This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice			

REPORTING RELATIONSHIPS
Receives general direction from the City Attorney or from other supervisory or management staff.
Exercises direct supervision over professional, technical and clerical staff, as assigned.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Five (5) years of legal experience, preferably in municipal law including trial work and legal research experience.
<i>Education:</i>	Equivalent to a Juris Doctorate from an accredited law school.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Membership in the State Bar of Arizona, District Court Bar and the Court of Appeals Bar.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To provide a wide range of professional legal services to the Mayor, City Council, City departments and various boards and commissions; to represent the City in litigation; to provide highly complex staff assistance to the City Attorney, and to manage the daily functions of the Civil or Criminal Division of the City Attorney’s Office.

OTHER DUTIES AS ASSIGNED
Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Assist the City Attorney in the operation of the legal department.
- Serve as chief advisor to the City Attorney.
- Act for the City Attorney in the City Attorney's absence.
- Participate in the selection, training and evaluation of personnel; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Participate in reviewing and recommending the development and administration of the legal department budget; directing and recommending actions regarding department office equipment, procedures, budget and personnel; monitor and approve expenditures.
- Perform all of the duties of the Assistant City Attorney classification and represent the City in the more complex civil litigation in State and Federal court; prepare pleadings, substantive and procedural motions, discovery and trial exhibits and filings; try cases until dismissed, settled or determined by court or jury.
- Recommend goals and objectives; assist in the development of policies and procedures.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

When assigned to the Civil Division:

- Represent the City in State and Federal Appellate court; perform legal research; prepare appellate briefs and oral arguments.
- Assist City departments with personnel issues; represent the City before the merit board, and in administrative hearings.
- Participate in interdepartmental group meetings to draft new ordinances and amendments to existing City ordinances, draft and review City contracts.
- Advise the Mayor and City Council and City departments on legal questions and procedures.
- Attend and represent the City at meetings and public hearings; attend City Council Meetings in the absence of the City Attorney, or as assigned.
- Draft development and disposition agreement, real property acquisition contracts, and advise on general real estate transactions.
- Prepare legal opinions on proposals submitted to the City Attorney's office by City Council, boards and commissions, and departments.
- Advise City Clerk's office on legal questions regarding elections.
- Coordinate and oversee the development and enhancement of legal research resources and capabilities.
- Provide training and education to City staff as assigned.

When assigned to the Criminal Division:

- Attend pretrial conferences with defendants, defense attorneys and judges.
- Prepare criminal cases for trial; interview witnesses; prepare documents; interview complainants to determine appropriateness of filing criminal charges; try jury and non-jury cases involving criminal matters.

- Determine amounts and appropriateness of restitution to be paid by defendant to victims of crimes; monitor compliance with ordered restitution payments; determine terms and conditions of probation; monitor compliance of probation.
- Visit incarcerated defendants to negotiate final dispositions of cases.
- Consult with and advise adult diversion staff; approve all dismissals and re-filings sought by adult diversion staff.
- Establish and maintain effective communication with prosecutorial and judicial colleagues; consult with prosecuting attorneys and law enforcement agencies statewide.
- Consult with and advise police department regarding specific cases and general legal policies; respond to police and other enforcement personnel requests for information; advise police or other enforcement personnel on legal matters and procedures.
- Answer questions and provide information to the public regarding policy, procedure and case information; investigate complaints and recommend corrective action as necessary to resolve complaints.
- Review City violations of zoning, tax, building safety and nuisance ordinances; file criminal cases regarding ordinance violations; advise and coordinate code enforcement practices and procedures relative to violations.
- Research, draft and propose new legislation or changes to existing legislation as required; recommend improvements in state statutes.
- Represent City in appellate matters.
- Appear before legislative committees.
- Participate in calendar call with public defender.
- Respond to requests from the media for information or interviews.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Operate city vehicles;
- Work in a stationary position for long periods of time;
- Operates computers, calculators, and other office machines;
- Extensive reading and close vision work;
- May require working extended hours.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring

Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p style="text-align: center;"><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective May 1991</i> <i>Revised June 2001</i> <i>Revised Nov 2003 (duty statement updates)</i> <i>Revised June 2007(merged City Prosecutor/Dep City Attorney's duties)</i> <i>Revised December 2015 (update job duties)</i></p>