



# City of Tempe

## CITY ATTORNEY

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	003	<i>Department / Office:</i>	City Attorney
<i>Supervision Level:</i>	Appointed	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	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 policy direction from the City Council.  
Exercises direct supervision over professional and clerical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Ten (10) years of experience as a municipal law attorney including trial, transactional, administrative and supervisory responsibility.
<i>Education:</i>	Juris Doctorate from an accredited law school.
<i>License / Certification:</i>	Membership in the State Bar of Arizona (active at the time of application).

### 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 act as the City’s chief legal advisor by planning, directing, and participating in the provision of complex professional legal services to the Mayor, City Council, City departments and City boards and commissions; to manage the City Attorney’s Office (Civil and Prosecution); and to perform administrative work in directing the legal activities of the City.

### 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.

- Coordinate City Attorney's Office projects with those of other departments and outside agencies and organizations; provide legal assistance to the City Manager, Mayor and City Council relative to legal matters affecting the City; prepare and present staff reports and other necessary correspondence.
- Oversee the prosecution of criminal cases before the Municipal Court, appeal cases in Superior Court.
- Assist in preparation of civil cases for trial; investigate claims and complaints by or against the City; try cases before County, State and Federal courts.
- Draft ordinances, resolutions, contracts, deeds, leases, and other legal documents; assist in formulating proposed legislation for enactment by the State Legislature in regard to matters of interest to the City.
- Attend legislative sessions in order to represent and promote the interests of the City before committees and representatives.
- Attend all City Council meetings as legal counsel and all preparation sessions associated with said meetings; participate on a variety of boards and commissions; attend and participate in professional groups and committees; advise on legal problems and questions; prepare legal opinions for City officials, departments, boards, commissions, and the City Council.
- Coordinate activities with outside legal counsel and consultants engaged by the City for the preparation and trial of unusually complex and important cases or other significant legal matters in which the City may be involved.
- Provide guidance to and review the work of the attorneys within the City Attorney's Office.
- Develop, plan, and implement City Attorney's Office goals and objectives; recommend and administer policies and procedures.
- Direct, oversee and participate in the development of the Office's work plan; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Supervise and participate in the development and administration of the City Attorney's Office budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement midyear adjustments.
- Supervise the maintenance of proper records and reference facilities for the Office.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## 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><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

<b>JOB DESCRIPTION HISTORY</b>
<p><i>Effective November 1988</i>  <i>Revised December 1997</i>  <i>Revised December 2023 (update minimum qualifications, essential job functions, and job duties)</i></p>

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

**Job Title: City Attorney**

**Job Code: 003**

	Never	Occas.	Freq.	Contin.
ENDURANCE / ENVIRONMENT / MOVEMENT	0% of time	1-35% of time	36-65% of time	66-100% of time
Sit			X	
Stationary / Stand			X	
Move / Traverse	X			
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Respirator*	X			
Airborne Chemical Exposure	X			
Airborne Biological Exposure	X			
Computer Software				X
Physically handling of chemicals	X			
Indoors				X
Outdoors		X		
Around, in or on water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid or bloodborne pathogen exposure	X			
Bend / Stoop / Twist		X		
Crouch / Squat		X		
Kneel / Crawl	X			
Above Shoulder Level	X			
Below Shoulder Level	X			
Repetitive Arm Use		X		
Repetitive Wrist Use		X		
Repetitive Hand Use		X		
Climb Stairs / Ladders	X			
Neck Range of Motion	X			
Traverse Uneven Surface	X			
Traverse Even Surface	X			

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and		X
Peripheral (ability to observe an area that can be seen up and down or to the		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	

Maximum LIFT / CARRY	Lift	Carry	Maximum PUSH / PULL	Push	Pull
5-25lbs			5-25lbs		
26-50lbs			26-50lbs		
51-75lbs			51-75lbs		
76-100lbs			76-100lbs		

ADDITIONAL CONSIDERATIONS:
<ul style="list-style-type: none"> <li>- Will work extended hours.</li> <li>- May work alone for extended periods of time.</li> <li>- May travel to/from meetings and various locations.</li> </ul>

*DEFINITIONS/EXAMPLES
<b>Machinery:</b> bucket truck, riding mowers, backhoe etc.
<b>Electrical:</b> wiring, outlets, fuses etc.
<b>Power Tools:</b> push mowers, jackhammers, drills, chainsaw etc.
<b>Hand Tools:</b> hammers, wrenches, shovels, wheel barrels, saws etc.
<b>Personal Protective Equipment:</b> Tyvek coveralls, hard hats, fall protection harness etc.
<b>Excessive Noise</b> exists when you raise your voice to communicate with someone who is 3 ft away.
<b>Respirators:</b> 1/2 face or full-face cartridge.
<b>Hepatitis A and Hepatitis B</b> vaccinations are offered to employees in the OSHA bloodborne pathogens

**\*\*Hearing test is required**