

CITY OF KINGMAN, ARIZONA
POSITION DESCRIPTION

CLASS TITLE: **Assistant City Attorney**

BAND	SALARY GRADE	
D	224	
DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Attorney	City Attorney	Exempt
REVISION DATE: July 2005		

FUNCTION

Provides professional legal services, ranging from general legal advice and counsel to representation in specialized areas; assists the City Attorney with legal and administrative work; interpret and carry out programs and objectives.

SUPERVISION RECEIVED

Work is performed under the policy direction of the City Attorney in accordance with professional legal standards. Considerable latitude is granted for the exercise of independent judgment and initiative.

Work is reviewed and evaluated periodically by the City Attorney and City Manager through conferences, written evaluation and review of written and oral legal work and the results obtained.

SUPERVISION EXERCISED

Supervision is indirectly exercised over legal clerical staff.

EXAMPLES OF WORK PERFORMED

Prosecutes all misdemeanors charges into the Kingman Municipal Court.

Work may also focus in areas such as civil litigation.

Consults with various City departments for the resolution and/or prosecution of City Code violations.

Serves as legal advisor to City police with regard to enforcement of City and State traffic and criminal codes.

Serves as legal advisor to the Common Council and various departments and performs legal research, prepares legal memoranda and legal documents, as assigned by the City Attorney.

Acts for the City Attorney in his/her absence

Performs related work as required.

WORK CONTACTS

Regular and frequent contact with city departments and officers of the court at all levels.

Contacts may cover confidential, sensitive and controversial subject matter and therefore requires the exercise of considerable tact and discretion.

WORKING CONDITIONS

Normal office environment.

Duties may require, from time-to-time long hours and attention to detail as well as considerable tact and discretion in stressful situations.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Completion of a law degree from an accredited law school.
- (B) Considerable experience in the practice of law, preferable in other public service, or any equivalent service.

Necessary Knowledge, Skills and Abilities:

- (A) Considerable knowledge of municipal and/or public and administrative law, criminal law, and the judicial process.
- (B) Considerable skills in legal research, writing and litigation.
- (C) Ability to establish and maintain effective working relationships with City staff and the public.

SPECIAL REQUIREMENTS

Membership, in good standing, in the Arizona Bar Association; valid State driver's license.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL REQUIREMENTS

Positions in this class typically require: fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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