



CITY OF MESA
invites applications for the position of:
Assistant City Attorney I

SALARY: \$85,372.56 - \$130,843.44 Annually

OPENING DATE: 01/27/23

CLOSING DATE: 03/02/23 11:59 PM

DESCRIPTION/DUTIES:

First review of applications will be Thursday, February 23, 2023.

The current vacancy is for a full-time position with benefits assigned to fill an opening in the Administrative Municipal Law Unit. This classification has been designated as a non-classified, non-merit system, at-will position. This recruitment will also establish a list to fill possible future vacancies in other assignments within the City of Mesa Attorney's Office. The Administrative Municipal Law Unit provides legal services to several departments including, but not limited to: Human Resources, Police, Fire, Parks & Recreation, Business Services, Financial Services, Municipal Court, and Public Records. The selected candidate will be assigned to work with departments under the Administrative Municipal Law Unit's area of expertise, and other areas as assigned.

An Assistant City Attorney I performs professional civil municipal legal work involving a wide variety of legal issues, cases, and projects. Attorneys in this classification will work independently on legal matters and will work with more experienced attorneys on more complex legal matters. An Assistant City Attorney I may be assigned to work in either the Civil Litigation Defense or the Administrative Municipal Law areas of assignment. The Administrative Municipal Law unit provides municipal law related professional and administrative legal work. The Civil Litigation Defense unit represents the City in civil litigation cases, appeals, and hearings. This class performs related duties as required or assigned.

Administrative Municipal Law Assignment: Attorneys assigned to Administrative Municipal Law must have knowledge about general municipal law bearing on City legal problems, including public records and open meeting laws; the ability to draft ordinances, resolutions, and agreements (initially with the assistance of an experienced attorney with progression to handling these duties independently); and the ability to provide City departments with legal advice.

Civil Litigation Defense Assignment: Attorneys assigned to Civil Litigation Defense must have the ability to handle all aspects of a civil defense litigation practice, which include: discovery, depositions, motion practice, and trials; an understanding of federal and state law defenses for federal and state claims; knowledge about federal and state rules of civil procedures; the ability to conduct jury and bench trials in federal and state court (initially with the assistance of an experienced attorney with progression to handling trials independently); and excellent public speaking, writing, and legal research skills.

An Assistant City Attorney I receives general supervision from a Deputy City Attorney who reviews work through conferences and meetings and by an evaluation of overall results achieved. Work requires considerable exercise of initiative and independent judgment with established guidelines. Employees in this class may progress by noncompetitive promotion to Assistant City Attorney II upon meeting the specific criteria-based promotion requirements of experience and performance. This class is FLSA exempt-professional.

Please refer to the link below for the full job description and additional information regarding assignments, preferred qualifications, and essential functions.

QUALIFICATIONS & REQUIREMENTS:

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from a school of law, accredited by the American Bar Association, with a Juris Doctor Degree. Good (1 – 3 years) experience as an attorney in litigation, municipal/government law, transactional law, or administrative law.

Special Requirement. Active membership in the Arizona State Bar Association at the time of application.

Preferred/Desirable Qualifications. A strong background in contract drafting is highly desirable and preferred.

LINK TO JOB DESCRIPTION:

<https://apps.mesaaz.gov/jobdescriptions/Documents/JobDescriptions/cs5238.pdf>

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The mission of the City of Mesa's diversity and inclusion initiative is to "to create opportunities for Mesa's community and City employees to connect and collaborate for an informed, active, and accepting community."

The City of Mesa Attorney's Office seeks to promote a diverse workforce. The mission of the Diversity, Equity, and Inclusion Committee of the City Attorney's Office is "to support our diverse and talented workforce of individuals in recognizing and embracing the importance of differing cultural perspectives and the benefit they bring to our Office; and to create a workplace where career opportunities are equally accessible to individuals of all backgrounds, and where transparent communication, open dialogue, and varied viewpoints are nurtured and encouraged, to effectively meet the evolving needs of the community we serve."

Learn more about the City of Mesa diversity initiatives here:

<https://www.mesaaz.gov/government/diversity-office>

The City of Mesa respects, values, and welcomes diversity in our workforce. To this end, we encourage all interested people to apply. Human Resources reserves the right to close positions without prior notification.

APPLY ONLINE AT:

<https://www.governmentjobs.com/careers/mesaaz>

PO Box 1466
Mesa, AZ 85211-1466
480-644-2758
480-644-3240

Posting #12713
ASSISTANT CITY
ATTORNEY I
NF

jobs.info@mesaaz.gov

Assistant City Attorney I Supplemental Questionnaire

- * 1. Have you graduated from a school of law, accredited by the American Bar Association, with a Juris Doctor Degree? Please include your degree information on your application.
☐ Yes ☐ No

- * 2. How many years of experience do you have as an attorney in litigation, municipal/government law, transactional law, or administrative law? Please detail your experience on your application.
☐ None
☐ Some but less than 1 year
☐ 1 year or more but less than 3 years
☐ 3 years or more

- * 3. Please describe your work experience as an attorney in litigation, municipal/government law, transactional law, or administrative law, including employer(s). If no experience, please indicate N/A. Please detail your work experience in the work history section of your application.

- * 4. Are you currently an active member in the Arizona State Bar Association? Your certification information must be detailed on your application.
☐ Yes ☐ No

- * 5. Do you have a background in contract drafting?
☐ Yes ☐ No

- * 6. Please describe your background in contract drafting, including employer(s). If no experience, please indicate N/A. Please detail your work experience in the work history section of your application.

- * Required Question