



---

## ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

# Assistant City Attorney

**Pay Grade: 88 Pay Range: \$79,913 to \$111,883 DOE/Q plus benefits**

FLSA Status: Exempt – not eligible for overtime

Candidate of choice must pass pre-employment drug test, fingerprint and background check

**Dynamic municipal law department seeks an outstanding municipal lawyer to handle challenging and interesting legal issues. Rewarding job opportunity for a self-starter, team player willing to assume substantial responsibility; great working environment and opportunity to live, work and play in the beautiful Prescott pines!**

**Training and Experience:** Graduate of a school of law accredited by the American Bar Association with a Juris Doctor Degree; experience equivalent to five (5) years experience in the practice of law, two (2) or more years of municipal or other government practice experience preferred; active member, in good standing, of the Arizona State Bar Association.

**Job Related and Essential Duties (including but not limited to):** Assistant City Attorney works under the direction of the City Attorney regarding legal matters affecting the City; provides sound legal advice to all City departments; provides timely legal advice to municipal boards and commissions as needed; performs the duties of the City Prosecutor, when assigned, for City of Prescott and any other Cities or Towns under Intergovernmental Agreements between the City of Prescott and other Cities and Towns; under the supervision of the City Attorney works on municipal law related issues; renders oral and written legal opinions on matters affecting the City's legal interests; represents the City in civil litigation matters either directly or through outside legal counsel; prepares and/or reviews legal documents, including but not limited to, contracts and other agreements, resolutions, ordinances and policies; researches, interprets and applies laws; maintains current knowledge of legal trends and current case law relevant to municipal government; ability to work independently to protect the City's interests and respond quickly and efficiently to various types of cases assigned.

**Candidate's Job Related and Essential Qualifications:**

Knowledge in municipal law, regulations and guidelines for both state and federal, Arizona criminal and civil legal procedures, judicial procedures, rules of evidence, methods of legal research; skills in analyzing, evaluating and organizing facts, evidence and precedents in difficult and complex cases and in presenting such material in clear, concise and logical form for oral and written presentations, briefs or opinions; good communication skills for negotiating effectively and persuasively in both oral and written communications; computer skills sufficient for drafting documents relevant to legal matters.

**Physical and Visual Ability:** Observes data and conditions affecting the City's legal interests to determine compliance with the law. Must be able to effectively perform required duties.

**Hearing and Speaking Ability:** Must be able to effectively communicate and have sufficient speaking ability to clearly, concisely and effectively communicate in person, electronically and over the telephone.

**Mental:** Organizes, interprets and applies legal principles and knowledge to complex legal problems and be free from mental disorders that would interfere with performance of duties as described herein.

**Applications must be received by 5:00 p.m. October 14, 2013**

**Send application/resume to:**

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303  
(928) 777-1284 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

**Email:** [hr@prescott-az.gov](mailto:hr@prescott-az.gov) **Visit our website at** [www.cityofprescott.net](http://www.cityofprescott.net)

Posted: September 30, 2013

***Anticipated hire date of early November.***

---

MAJOR BENEFITS FOR FULL-TIME REGULAR EMPLOYEES: Fourteen (14) days paid time off; Ten paid holidays; Employee Health and Life Insurance; Short Term Disability; Long Term Disability and Retirement benefits; Deferred Compensation Plans; Social Security contributions; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.