



City of Phoenix

Office of Accountability and Transparency Attorney (NC)

Job Code:	06810	Job Function:	Legal and Judicial
Salary Plan:	013	Grade:	845
FLSA:	Exempt	Labor Assign:	Non-Represented Groups
Benefit Cat:	009	EEO-4:	Professionals
SOC:	23-1011.00	Last Revision:	September 2020

The listing of duties and responsibilities shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the essential functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to provide legal services to the Office of Accountability and Transparency (OAT); to perform difficult professional and administrative legal work, including major code development or revision, client consultation on major problems and projects to assist decision makers with the legal implications of their decisions. The position will review and analyze ordinances, statutes, and policies from other jurisdictions, to identify best practices and current trends within the police oversight function. Work is performed in accordance with general policies and established standards and practices of the legal profession.

SUPERVISION RECEIVED/GIVEN:

The incumbent exercises wide latitude, judgment, and discretion under the general direction of the Director.

ESSENTIAL FUNCTIONS:

- Serves as counsel to the Office
- Determines the propriety of major decisions under the City Charter, State Constitution, and state and federal law
- Attends Civilian Review Board meetings and conferences with Police Department leadership and City officials to determine the intent of official actions, considers possible alternative legal and administrative solutions to problems confronting these bodies, and renders oral and written opinions on legal questions and issues
- Reviews and revises City Charter, Code, and Ordinances
- Reviews and analyzes ordinances, statutes, and policies from other jurisdictions around the country with police oversight responsibilities
- Reviews proposed laws pending in the Federal and State Legislature which affect the Police Department and counsels leadership regarding such legislation
- Appears before county, state, and federal legislative and administrative bodies



City of Phoenix

- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Knowledge of the organization, responsibilities, functions, policies, and procedures of local law enforcement
- Knowledge of the theory, principles, practices and techniques in the conduct of internal law enforcement complaint investigation and review for a large municipal organization
- Knowledge of the techniques of law enforcement training, instruction, and evaluation of work performance
- Knowledge of the fundamentals of criminal and administrative investigations including interviewing and interrogating principles and techniques as well as proper evidence gathering and handling techniques
- Knowledge of theory, principles, practices, methods and techniques of data and legal research and analysis applicable to law enforcement complaint investigation
- Skill in interpreting and explaining complex laws, ordinances, enforcement principles and practices, regulations, policies and procedures
- Skill in public speaking and making presentations to large groups
- Skill in intergroup dynamics and conflict resolution
- Knowledge of State and federal constitutional and statutory provisions relating to municipalities and law enforcement
- Knowledge of accepted legal principles and court decisions
- Knowledge of principles of criminal and civil law

Ability to:

- Analyze complex information and apply expertise to produce high quality work products
- Think strategically and promote best practices and leading-edge ideas
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling
- Analyze, appraise, and organize facts, evidence, and precedents and present them in oral and written reports
- Comprehend and make inferences from written material
- Utilize City codes, charter, and ordinances
- Present in court, board meetings, and City Council and meet unanticipated problems
- Analyze alternative approaches to problems
- Work cooperatively with other employees, customers, clients, and the public
- Communicate orally in the English language with customers, clients, and the public using a telephone and in group and face-to-face, one-to-one settings

Additional Requirements:

- Admission to the State Bar of Arizona



City of Phoenix

- Subject to meeting appropriate background standards
- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage

ACCEPTABLE EXPERIENCE AND TRAINING:

A law degree from an accredited college or university.

Four years of experience as a practicing civil or criminal attorney, including experience in the practice of internal investigations of law enforcement.

Other combinations of experience and education that meet the minimum qualifications may be substituted.