



City of Phoenix

ASSISTANT CHIEF COUNSEL (Non-classified)

JOB CODE 10210

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise one of the several functional sections within the Civil Division of the City Attorney's office. The class is distinguished from the Assistant City Attorney IV class by the full managerial and supervisory responsibilities associated with running a major legal section. Work is performed in accordance with established standards and practices of the legal profession and departmental policies and is reviewed by the Chief Counsel in terms of general plans and results of completed actions.

ESSENTIAL FUNCTIONS:

- Renders oral and written opinions on legal implications of City activities;
- Plans, organizes, and directs activities of assigned section;
- Participates in the formulation of proposed state statutes and city ordinances;
- Attends City Council meetings and conferences with City officials to determine the intent of official actions and consider possible alternative solutions to problems;
- Represents the City in federal and state appellate actions;
- Reviews proposed laws pending in the State legislature which affect the enforcement of City laws and counsels City departments regarding such legislation;
- Serves as counsel to a major City department;
- 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:



City of Phoenix

- State and federal constitutional and statutory provisions relating to municipalities.
- Functions and legal limitations on the authority of City departments.
- Principles of civil law.
- City Codes, City Charter provisions, and City ordinances.
- Principles and practices of personnel management and supervision.

Ability to:

- Analyze, appraise, and organize facts, evidence, and precedence to present them in oral and written reports.
- Comprehend and make inferences from written material.
- Produce documents written in the English language using proper sentence structure, punctuation, grammar, and spelling.
- Remain in a sitting position for extended periods of time.
- Work cooperatively with other employees, customers, clients, and the public.
- Perform a broad range of supervisory responsibilities over others.
- 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:

- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.
- Admission to the State Bar of Arizona.

ACCEPTABLE EXPERIENCE AND TRAINING:

Four years of experience as a practicing civil attorney, including six months of experience in the practice of municipal law, and graduation from an accredited school of law. Other combinations of experience and education that meet the minimum requirements may be substituted.