TOWN OF GILBERT
CLASS SPECIFICATION
Attorney

CLASS SERIES	BAND/GRADE/SUBGRADE	FLSA STATUS
Legal	C45	Exempt

CLASS SUMMARY:
This is a stand-alone class in the Legal series. Incumbents are responsible, based upon assignment, for reviewing and preparing cases and witnesses for Town civil and criminal prosecution including conducting depositions, discovery, and related legal process. As assigned, incumbents may service as attorney and legal advisor for an assigned Town department or function providing policy, procedure, regulatory reviews, and lawsuit support which may include oversight of contract legal services as well as other necessary legal advice and support.

ESSENTIAL DUTIES: *This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*	**PERCENT OF TIME**
Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Meets with defendants, defense attorneys, witnesses, officers and/or other representatives in the review of misdemeanor criminal cases, criminal and civil law, policies and procedures, critical incidents and/or potential liability of department actions. Negotiates case resolution, prepares trial strategy, oral arguments, court recommendations, and/or provides operational guidance and direction.	Daily 30%
Reviews police reports, motions, case evidence, criminal history, incident reports and/or public records requests. Conducts legal research and determines whether to charge or dismiss cases and/or determines the potential liability and the need for further investigation. Provides interpretation, recommendations, prepares discovery notices, plea offers and/or complaints.	Daily 20%
Appears and covers cases at various hearings, trials and legal proceedings, confers with and prepares witnesses, presents evidence, and/or reviews compliance and liability issues. Applies appropriate rules of evidence and procedure, presents arguments, and provides advice on potential outcomes and legally defensible courses of action.	Weekly 20%
Prepares court documents, memoranda, discovery notices, long form complaints, legal updates and/or other legal documents. Maintains related files and records.	Weekly 10%

TOWN OF GILBERT
CLASS SPECIFICATION
Attorney

May serves as a liaison with other Town departments in providing legal research and advice.	Weekly 5%
Performs other duties of a similar nature and level as assigned.	As Required

POSITION SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

Positions assigned to ***Prosecution*** may be responsible for:

- Preparing trial strategy and prosecuting criminal misdemeanor cases;
- Conducting legal research, reviewing case evidence, creating and preparing complaints, plea offers, motions, oral arguments, and appeals;
- Negotiating with defendants and defense counsel, conducting trials, litigating hearings, charging offenses, and providing oversight at various legal hearings;
- Assisting in the design, maintenance, and training of the automated case management system.

Positions assigned to ***Police*** may be responsible for:

- Providing independent legal advice to police department staff regarding criminal law and procedure, constitutional law, public records law, contract law, civil liability and other legal areas;
- Researching changes in law, reviewing department policies and procedures, and recommending and developing processes for implementing required changes;
- Reviewing potential liability of actions and providing updates and direction to police department staff to ensure operations are within proper legal parameters;
- Determining need for internal investigations;
- Serves as a liaison with department staff in providing legal research and advice regarding liability issues.

Positions assigned to ***Town Attorney's Office*** may be responsible for:

- Assisting the Town Attorney in all areas of civil legal representation to include areas such as land use, real estate transactions, development agreements and/or municipal finance law.
- Drafting ordinances, resolutions, contracts, agreements, deeds, leases, and franchise agreements for the Town Attorney's approval. Reviewing documents prepared by other agencies and affiliated parties.
- Gathering legal research on a variety of legal issues that may arise, including but not limited to municipal law, contracts, criminal law, civil litigation, property and land use issues, and procedural matters.
- Preparing and submitting reports, data, and materials as requested, preparing correspondence related to alleged and confirmed violations or non-adherence, and assembling a variety of studies and related information for decision-making purposes.

TOWN OF GILBERT
CLASS SPECIFICATION
Attorney

TRAINING AND EXPERIENCE:

Juris Doctorate required and may require subject matter experience related to assigned department; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Municipal experience preferred.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License
- Admission to the Arizona State Bar Association and membership in good standing.

KNOWLEDGE OF:

- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Municipal legal processes and services;
- Principles and practices of civil and criminal processes and procedures;
- Applicable case law;
- Legal research and writing methods;
- Modern office equipment.

SKILL IN:

- Interpreting and applying applicable laws, codes, regulations and standards;
- Applying legal processes;
- Speaking in public;
- Utilizing a computer and relevant software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: lifting, 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, pull 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.

Incumbents may be subjected to chemicals, blood and other bodily fluids, travel, and environmental conditions such as disruptive people, imminent danger, or threatening environment.

TOWN OF GILBERT
CLASS SPECIFICATION

Attorney

WORKING TITLES WITHIN CLASS SPECIFICATION:

Assistant Town Attorney – C45
Assistant Town Prosecutor II – C45
Police Legal Advisor – C45

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (10/12)

Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)