

DEPUTY CITY ATTORNEY

Department: City Attorney Classification/Grade: M-3 Confidential
Division: Administration FLSA Status: Exempt "At Will"
Reports to: City Attorney Date Approved: _____

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties to be performed by the successful applicant. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under general supervision, performs legal work of routine difficulty handling criminal and/or civil cases on behalf of the City of Mesquite; and performs related duties as assigned.

EXAMPLES OF ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Prosecutes misdemeanors in Mesquite Municipal Court from the arraignment through appeals to higher courts.
3. Drafts complaints, motions, responses to motions, prepares witnesses, issues subpoenas, performs legal research, and writes legal papers related to criminal and civil matters.
4. Reviews complaints for prosecutorial merit, appears at arraignments, conducts pre-trial conferences and trials, and participates in sentencing.
5. Be dependable and available on a 24 hour schedule to advise Police Officers on criminal law issues.
6. Researches legal questions and prepares reports, opinions, ordinances and other legal documents based on findings.
7. Assists in handling civil forfeitures.
8. Recommends policies and procedures that conform to legal requirements.
9. Assists in pursuing legal remedies in the collection of debts owed to the City, and initiating and prosecuting civil actions on behalf of the City. Attend City Council meetings when City Attorney is out-of-town and unavailable and when assigned.
10. Acts as Acting City Attorney when City Attorney is out-of-town and unavailable and when assigned.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or written.
- B. Assist in department operations and perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactorily perform the essential functions of this position set forth above and:

Knowledge of:

- Rules, regulations, policies and practices of criminal and/or civil law.
- Legal proceedings; methods and techniques for conducting legal research.
- Parliamentary procedures.
- Preparing for trial; trial procedure and trial presentation.
- Relevant Federal, State, and local laws, codes, and ordinances, and their interpretation and application.

- Organizational structure, duties, powers, authority, policies, and procedures of the City Attorney's Office.

Ability to:

- Interpret and make decision in accordance with laws, regulations and policies.
- Present statement of law, fact and argument clearly and logically.
- Advise Police Officers on criminal law issues when officers are at a call.
- Prepare clear and concise legal positions, pleadings, and briefs.
- Conduct research on legal problems.
- Communicate effectively both verbally and in writing with individuals from various socioeconomic, ethnic, and cultural diverse backgrounds.
- Use initiative and work independently with minimal supervision.
- Use sound judgment in handling sensitive issues.
- Read and interpret complex information.
- Supervise and train staff.
- Utilize office equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience, Education and Training:

Education: Graduation from an ABA accredited college or university with a degree in law.

Certificate: Must be a member in good standing with the Nevada State Bar and Continuing Legal Education as required by the state bar must be completed annually as a condition of continued employment.

License: Must possess at the time of employment and continuously throughout employment a valid driver's license.

WORKING CONDITIONS:

Work is performed under the following conditions:

Physical Requirements:

Vision sufficient to read rules, regulations, policies, procedures, contracts, laws briefs, pleadings and other written documents encountered in the course of work; hearing sufficient to hear conversations in person and over the telephone; dexterity sufficient to operate computers and office equipment; mobility sufficient to safely move around in an office environment, library and court and travel throughout Mesquite and out of state; strength sufficient to manipulate office materials, legal documents, and legal books; and endurance sufficient to maintain efficiency throughout the entire work shift.

Working Environment:

Work will be divided between the office and court room setting. It may also involve travel to locations outside the City. Work may include evenings, weekends and holidays. Employee will have to deal with difficult people from time-to-time in the performance of this job. Accordingly, good people skills are necessary.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: June 2006
December 2007
July 2008 (Grade)