



Employment Opportunity Chief Counsel

City of Phoenix

ABOUT THIS POSITION

The Chief Counsel is a member of the executive management team of the Law Department and is responsible for the operation of the Civil Division. Management is exercised over approximately 30 attorneys and 30 support staff encompassing six separate practice sections which include Transportation, Finance & Public Service, Litigation, Public Safety, Human Resources, and Community & Development. The Chief Counsel plans, organizes, directs and implements civil litigation activities and gives written and oral advice to the Mayor, City Council, City Manager, other City officials, and department heads. The position is also responsible to develop alternative legal and administrative solutions to old and new problems.

This recruitment and any interview process as a result of this recruitment may be used by multiple hiring managers and multiple departments throughout the City to fill any related current or future vacancies; other recruitments and appropriate eligible lists may also be considered.

IDEAL CANDIDATE

The Chief Counsel also exercises independent knowledge in planning, organizing, directing, and implementing civil litigation and transactional activities. The incumbent should possess significant knowledge of: municipal government; local and state governmental relationships; working with elected officials; and legal problem-solving in municipal law. The Chief Counsel's work is performed in the Office of the City Attorney, in accordance with general policies of the City Council and City Manager and the accepted standards of the legal profession, including all applicable ethical rules.

SALARY

\$98,821 – \$168,002 annually. **A candidate must have substantial relevant experience to be hired above the midpoint of the salary range.** The City contributes 8.5% of salary into 457/401(a) plans with no matching required. \$5,220/annual car allowance and \$1,200/annual cell phone allowance.

A comprehensive Executive benefits package is offered which includes:

Traditional pension with employer and employee contributions; choice of medical HMO, PPO, HSA plan; wellness incentive of up to \$720 annually; dental; vision; life insurance; long-term disability; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement; paid time off includes 11.5 paid holidays, 12 vacation days, 15 sick days. For more details, visit: [Executive Benefits](#).

MINIMUM QUALIFICATIONS

- Four years of experience as a practicing civil attorney, including two years of experience in the practice of municipal law (or two years at the City's Assistant City Attorney III level.)
- Graduation from an accredited school of law and admission to the State Bar of Arizona.

Please include your Arizona State Bar license number on resume or cover letter.

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

This publication can be provided in an alternative format upon request.

Call: (602) 495-5700 TTY: (602) 261-8687



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- The City job description can be found <https://www.phoenix.gov/hrsite/JobDescriptions/10200.pdf>
- All finalists for positions are subject to a criminal background check applicable to the department or position.

PREFERRED QUALIFICATIONS – The minimum qualifications listed above, plus:

- Experience drafting contracts, development agreements, resolutions, and ordinances, and performing other transactional work
- Experience handling litigation matters, particularly tort claims and special actions related to municipal government operations
- Experience in labor law and human-resource issues
- Considerable experience managing legal and other professional personnel

RECRUITMENT DATES

First review of applications will occur the week of March 16, 2020. Recruitment will close when we have received a sufficient number of qualified applications or March 30, 2020, whichever is sooner.

HOW TO APPLY

Apply online at <https://www.phoenix.gov/hr/current-jobs/> by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.

WHAT YOU NEED TO KNOW

- For other important information related to employment with the City of Phoenix, please [click here](#).
- [Link to All City of Phoenix Employment Opportunities](#)
- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](tel:602-495-5700).

REFERENCE

Chief Counsel, JC: 10200, ID 35762

City of Phoenix employees commit to Work Smart, Spend Wisely, Be Kind.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.