**ABOUT THIS POSITION**

Assistant City Attorneys review, negotiate, and draft contracts and participate in other transactional work; provide client support; defend litigation; engage in government law practice; and handle all legal matters of the assigned client department. Assistant City Attorneys are expected to perform difficult professional and administrative legal work, including revisions to the Phoenix City Code, and to consult with client decision makers regarding relevant legal issues. These attorneys may also be required to staff public meetings and represent the City during administrative hearings or court proceedings. Preferred candidates possess knowledge of municipal law, including open meetings, public records, conflicts, procurement, and liability issues. Assistant City Attorneys report to an Assistant Chief Counsel and generally work independently in performing their duties. All attorneys in the Law Department are assigned and may be reassigned based on the best interests of the City as determined by the City Attorney.

This Assistant City Attorney position provides legal services primarily to the Water Services Department on water and wastewater issues and to the Office of Environmental Programs relating to air, soil, waste programs and remedial projects, as well as issues addressing climate change and sustainability. The position is expected to provide legal support for permitting, regulation, compliance and enforcement counseling and advice (including real estate due diligence reviews and approvals) for other city departments, including Public Works, Streets, and Aviation. While familiarity with environmental law is a must, a background in municipal law, transactional work, and infrastructure development is a plus in this position.

The Civil Division of the Law Department is divided into six sections: Community Services, Human Services, Land Use, Litigation, Public Safety and Transportation. Assistant City Attorneys in the Civil Division of the Law Department generally work independently in performing their duties and report to an Assistant Chief Counsel in one of the sections of the Division.

**IDEAL CANDIDATE**

In addition to knowledge of environmental law, the ideal candidate will have knowledge of municipal law, including open meetings, public records, conflicts of interest, procurement, grants and intergovernmental agreements.

**SALARY**

Up to $152,755.20 annually.  Salary commensurate with experience and qualifications. The City contributes 9% of salary into 457/401(a) plans with no matching required. $3,600/annual car allowance and $1,440/annual cell phone allowance.

**BENEFITS**

A comprehensive Middle Manager benefits package is offered which includes:

Traditional pension with employer and employee contributions; choice of medical HMO, PPO, HSA/HDHP 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 12.5 paid holidays, 12 vacation days, 15 sick days.  For more details, visit: [Middle Manager Benefits](https://www.phoenix.gov/hrsite/Benefit%20Category/009.pdf).

[Pension Information](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Pension%20Information%203.15.2021.pdf)

**MINIMUM QUALIFICATIONS**

* Four years of experience as a practicing civil or criminal attorney
* Experience in the practice of municipal law; the review, negotiation, and drafting of contracts or other primary responsibility for participation in transactional work
* Experience with significant client contact; primary responsibility for civil litigation, and pleading and motion-practice
* One year of government law practice; and a working knowledge of the legal subject matter involved with the department to which assignment will be made
* Graduation from an accredited school of law
* Other combinations of experience and education that meet the minimum requirements may be substituted
* The City job description can be found [here](https://www.phoenix.gov/hrsite/JobDescriptions/10140.pdf).
* All finalists for positions are subject to a criminal background check applicable to the department or position.
* For information regarding pre-screening and driving positions, [click here](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Pre-Employment%20Information%203.15.2021.pdf).

The City of Phoenix has paused plans to implement a federal mandate requiring all city employees be vaccinated against COVID-19. This decision comes after a series of legal challenges and a ruling from a federal judge which temporarily halts the COVID-19 vaccine mandate for federal contractors nationwide. If the requirement is reinstated, the City of Phoenix may require new hires to provide proof of full COVID-19 vaccination status as a condition of employment. After a conditional offer has been extended, candidates may request a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

**PREFERRED QUALIFICATION**

The minimum qualifications listed above, plus:

* Experience representing municipalities or other governmental entities
* Knowledge of environmental law
* Experience with transactional work, including contracts, grants and intergovernmental and development agreements

**RECRUITMENT DATES**

Recruitment closes May 5, 2022. All materials must be received by 11:59 p.m. on this date.

This is a position-based recruitment **and generates a one time use only list.**Once interviews are conducted and candidates are selected, this job posting will be considered closed and candidates will no longer be in consideration for the position applied for. This posting will not result in any ongoing eligibility list.

**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.

**WE ARE HERE TO HELP**

* During the current health crisis, job interviews may be held by video or audio conference.
* Please be aware that you may be required to wear a face covering or use other personal protective equipment (PPE) related to the COVID-19 pandemic.
* If you are in need of computer resources, [click here](https://www.phoenix.gov/hrsite/Documents/Talent-Acquisition/Free%20Computer%20Access%20Resources.pdf) for free options.
* Explore other [Employment Opportunities](https://www.phoenix.gov/employment) with the City of Phoenix.
* Subscribe to receive [e-mail notifications](https://action.phoenix.gov/j1.pl?a06431395e1fce54d08f3ce16e85899d7b48a2baf2efe0aae72c6d761f480cb0) about new 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**

Asst City Atty IV (NC): Job Code 10140, ID# 44747

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.