**ABOUT THIS POSITION**

This Assistant City Attorney position provides legal services primarily to the Risk Management Division of the Finance Department and but also provides legal services to all City departments and employees. As a litigation/trial attorney, a background in tort-defense, and municipal law, is a plus. In representing the City and its employees in civil lawsuits, customer service is of paramount importance. Job duties include: investigating accidents or incidents involving City departments and employees, drafting pleadings, motions and written discovery, taking and defending depositions of parties, witnesses, and experts, drafting status reports and dispositive motions, appearing in court and ultimately, trying cases in both federal and state courts if necessary.

Assistant City Attorneys in the Civil Division of the Law Department work under one of five Assistant Chief Counsels. All attorneys in the Law Department may be reassigned based on the best interests of the City as determined by the City Attorney.

**IDEAL CANDIDATE**

* The ideal candidate has trial experience and/or significant civil (tort-defense) experience, Section 1983 and other civil rights experience, and excellent verbal and written skills

**SALARY**

Up to $155,251.20 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).
* Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

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 QUALIFICATIONS**

The minimum qualifications listed above, plus:

* Five years minimum experience in civil tort law.
* Experience representing municipalities or other governmental entities

**RECRUITMENT DATES**

Recruitment closes October 10, 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.
* Arizona at Work has frequent classes to help with resume writing, interviewing skills, and general career guidance. Click [here](https://arizonaatwork.com/events) for more information.
* 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 # 46838

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.