

ASSISTANT CITY ATTORNEY – CIVIL LITIGATION

SALARY RANGE: \$99,304 - \$139,019 Starting salary negotiable based on training & experience.

CLOSING DATE: August 9, 2013

We have a unique opportunity for a seasoned litigator to provide professional advice and counsel to City Departments on legal issues, filing pleadings and motions, defending the City in lawsuits, settlements and mediation discussions. We are seeking an experienced professional with a background in municipal law, civil case litigation and jury trials. This outstanding opportunity provides an excellent salary and benefits package. This position is regular fulltime, and is subject to a six-month probationary period.

RESPONSIBILITIES:

- * Defends the City, its officers and employees in civil litigation by complying with local, state, and federal laws.
- * Investigates charges by reviewing case information, interviewing witnesses, conducting legal research, preparing disclosure statements, gathering facts, applying case law, and recommending relevant courses of action.
- * Represents the City in civil litigation in State and Federal court in areas of tort and risk related claims; reviews documents, drafts correspondence, prepares discovery documents, prepares and files pleadings and substantive and procedural motions, discovery and trial exhibits and filings.
- * Coordinates and/or drafts responses to inquiries or legal pleadings, prepares briefs, engages in settlement and mediation discussions, recommends appropriate settlements and minimizes all legal and risk exposures; tries cases until dismissed, settled or determined by court or jury.
- * Prevents risk by working with employees, advising staff of legal issues, providing settlement input, supervising internal investigations, and advising elected officials on issues and/or pending litigation.
- * Appears in court trying cases, selecting juries, arguing motions, and performing other related duties.
- * Represents the City in hearings before the City's Merit Board, the EEOC, and other administrative agencies.

MINIMUM QUALIFICATIONS:

- * Graduation from a School of Law accredited by the American Bar Association with a Juris Doctorate Degree.
- * License to practice law in the State of Arizona in the United States District Court for the State of Arizona and the United States Circuit Court of Appeals, preferably with the 9th Circuit Court.
- * Eight (8) years' experience in the practice of law, including five (5) years' experience in civil litigation.
- * Membership in good standing in the Arizona State Bar Association.
- * Experience with motion practice, jury and non-jury trials, preferably as first chair attorney.

Consideration will be given to any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

The City of Chandler may conduct a pre-employment drug test and background investigation; offers of employment are contingent upon successful background and drug test results. The examination process may vary if determined necessary.

Apply on-line at: www.chandleraz.gov, by **August 9, 2013**. A register will remain active for four months should another position become available.

City of Chandler Human Resources Division
175 South Arizona Avenue, 2nd Floor
Chandler, Arizona 85225
jobs@chandleraz.gov

Phone: (480) 782-2350
TTY/ASCII Phone: (800) 367-8939
Job Information Line: (480) 782-2354
Toll Free Job Line: (888) 350-3013

The City of Chandler is an equal employment opportunity employer.