

CITY OF GLENDALE

TITLE:	Public Safety Staff Attorney	CLASS CODE:	220
REPORTS TO:	City Attorney	GRADE:	37
DEPARTMENT:	City Attorney	FLSA:	E

JOB SPECIFICATION DATE: August 12, 2010 lsz

JOB SUMMARY

Performs professional and administrative legal work for the Public Safety Departments including providing legal representation for the City.

ESSENTIAL FUNCTIONS

1. Advises the public safety departments on legal aspects associated with administrative and operational issues.
2. Provides legal expertise on criminal procedure and stays abreast of the development of law related to public safety activities.
3. Represents the City in litigation matters including investigating facts, researching law, conducting discovery, preparing pleadings and motions, preparation of witnesses and exhibits and conducting trial and post-trial proceedings and appeals.
4. Prepares legal opinions for the Public Safety Departments, including investigation of facts, legal research and preparation of memoranda.
5. Ensures departmental field procedures are in compliance with existing legal requirements.
6. Provides legal advice regarding claims against the departments and recommends course of action.
7. Publishes articles and summaries of legislative enactments and relevant court cases.
8. Provides legal advice regarding the handling and disposition of evidence.
9. Interacts with police and fire labor organizations.
10. Assists in City lobbying efforts and reviews and comments on pending legislative bills.
11. Recommends proposed policies and procedures to comply with new laws and regulations.
12. Provides legal direction to the Police Department regarding implementation of new crime prevention programs.
13. Consults with the City Attorneys Office regarding contracts, ordinances and other legal matters.

SECONDARY FUNCTIONS

14. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

- Local, state, and federal law particularly in relation to City government
- Principles, practices and methods of legal research and sources of legal research
- The legal aspects and requirements of law enforcement activities including police powers, duties, and their limitations
- Procedures and practices followed by police and fire departments
- Judicial procedure and rules of evidence
- Modern supervisory practices and techniques

Skill in:

The review, analysis, and evaluation of laws, codes, ordinances, legal procedures and documentation

Ability to:

- Determine alternative courses of action, the impact of such courses of action, and to recommend choices
- Independently investigate, analyze, appraise, and organize facts, precedents, court decisions, and legislative enactments
- Draft ordinances, policies, contracts, intergovernmental agreements, and other correspondence in accordance with local and federal statutes and case law
- Propose and present cases in an effective manner
- Communicate effectively orally and in writing
- Establish and maintain working relationships with Mayor and Council, City Management, employees, court officials, attorneys and the general public

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Graduation from an accredited school of law and five years of experience in the practice of law, including two years of supervisory experience.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

- Active Membership in the Arizona Bar Association
- Due to the confidential, sensitive nature of information handled, successful completion of a background investigation and polygraph is required
- Valid Arizona driver's license