

16. Explain, justify and defend City Attorney's Office programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
17. Represent the City Attorney's Office to other City departments, elected officials and outside agencies; coordinate City Attorney's Office activities with those of other departments and outside agencies and organizations.
18. Coordinate and draft ordinances, resolutions and agreements for City Council meetings.
19. Oversee and direct the City's efforts to collect outstanding improvement district assessments, ambulance collections, traffic and parking ticket monies and enforce judgments.
20. Provide staff assistance to the Mayor, City Manager and City Council; participate on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
21. Provide staff support to assigned boards and commissions.
22. Responds to and resolve difficult and sensitive citizen inquiries and complaints.
23. Be dependable and meet acceptable attendance requirements at all times.
24. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

- A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- B. Perform other related duties as assigned.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Organization, duties, powers, limitations and authority of City government and the City Attorney's office.
- Operations, services and activities of a comprehensive City Attorney's Office program.
- Policies and procedures of legal prosecution.
- Courtroom procedure and criminal prosecution techniques.
- Management practices to analyze programs, policies and operational needs.
- Principles and practices of program development and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Operational characteristics, services and activities of a public legal office.
- Basic computer operation and functions.

Ability to:

- Plan, organize, direct and coordinate the work of lower level staff.
- Develop and enforce legal documents and contracts.
- Utilize the legal system to support City goals and objectives.
- Defend the City during court room proceedings.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Lead and direct the operations, services and activities of the City Attorney's Office.
- Identify and respond to community and City Council issues, concerns and needs.
- Develop and administer departmental goals, objectives, and procedures.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer budget.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.

- Interpret and apply Federal, State, and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work non-standard hours such as evenings, weekends and holidays.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Graduation from an ABA accredited college or university with a degree in law.

Experience: Five years of increasingly responsible experience in city or related government law, including trial experience, and two years of administrative or supervisory responsibility.

License or Certificate: Membership in good standing with the State Bar of Nevada and must possess at the time of employment and continuously throughout employment a Class “C” Nevada driver’s license.

WORKING CONDITIONS

Work is performed under the following conditions:

Work is performed in an office setting. Subject to high levels of stress.

Physical Requirements:

Duties require sufficient mobility to work in a typical office setting and use standard office equipment, including a computer; sustained posture in a seated position for prolonged periods of time; occasional stooping, twisting, bending, kneeling, and reaching; vision to read printed materials and a VDT screen, and hearing and speech to communicate in person or over the telephone. Must be able to attend off-site/out of town training, be able to handle stressful situations and carry/lift/push or pull loads of up to 25lbs.

Job Hazards/Risk Factors:

Employee may risk physical hazard from angry, unstable, violent and highly volatile citizens and the risk of civil litigation due to performance of duties.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
December 2007
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