



Town of Oro Valley Classification Description

Title: **CHIEF CIVIL DEPUTY ATTORNEY**
Job Code: 1235
FLSA Status: Exempt

Department: Legal
Salary Grade: 125

POSITION SUMMARY:

Under general supervision, supervises the civil division of the Town of Oro Valley Legal Department.

ESSENTIAL JOB FUNCTIONS:

- A. Assists the Town Attorney with providing legal advice to the Mayor, Town Council and other Boards and Commissions.
- B. Researches laws to provide accurate and up-to-date legal advice.
- C. Provides advanced or principle level knowledge, skills and abilities to difficult and highly complex assignments.
- D. Plans, organizes and implements procedures for division. Supervising division staff as assigned.
- E. Advises Town departments and officials on the legal propriety of proposed actions, including analysis and assessment of claims. On occasion may be required to speak with members of the media.
- F. Drafts and delivers verbal and written legal opinions.
- G. Prepares and advises in the preparation of ordinances, legislation, contracts and other legal documents.
- H. Gathers, analyzes and organizes facts and evidence.
- I. May attend Town Council, committee or commission meetings to provide legal counsel or to make presentation on behalf of the division or legal department.
- J. Represents the Department and the Town with other government agencies and in meetings with the public.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal statutes, rules, ordinances, codes and regulations governing municipal law.
- Knowledge of judicial procedures, rules of evidence and methods of legal research.
- Knowledge of Town and Department policies and procedures.
- Knowledge of personal computer hardware and software.
- Skill in understanding and interpreting laws, regulations, policies, procedures and guidelines.

- Skill in preparing court documents and legal opinions.
- Skill in gathering, analyzing and organizing facts and evidence.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.

MINIMUM QUALIFICATIONS:

- Juris Doctorate degree.
- Five (5) years' experience in general practice of law, including at least one year at a supervisory level, municipal law experience preferred; **OR** an equivalent combination of education and experience.
- Must possess at time of application and maintain a license to practice law in the state of Arizona.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.
- Travel to other locations both indoor and outdoor may be required in order to effectively carry out responsibilities with regard to specific cases or issues.