



Job Title: Town Attorney
Department: Department of Law
Reports To: Town Council
Salary: DOE

Job Status: Regular, Full-Time	FLSA Status: Exempt	Town Status: Unclassified
Origination Date: 1/25/2010	Revision Dates: 3/8/21, 6/24/2022	

JOB SUMMARY

Direct the overall legal functions of the Town. Represent the Town in legal matters. Act as the legal counselor and advisor of the Town Council and other town officials, as designated by the Town Council. Draft deeds, contracts, conveyances, ordinances, resolutions, and other legal instruments when required by the Town Council or Town Manager. Take appropriate action for recovery of all monies owed or due to the Sahuarita Municipal Court.

ESSENTIAL FUNCTIONS

- Reviews all proposed actions by the Town Council, and advises of the legal ramifications of those actions; reviews Council Meeting Agenda for legality.
- Reviews existing policies, statutes, court cases and other legal documents, interprets how they apply to the Town.
- Acts as the legal counselor and advisor of the Town Council and other town officials, as designated by the Town Council, and as such, provides opinions.
- Exercises independent judgment, making decisions when appropriate, and seeking guidance/direction when necessary.
- Drafts, approves, and signs deeds, contracts, conveyances, ordinances, resolutions, intergovernmental agreements, and other legal instruments when required by state or local law, the Town Council or Town Manager.
- Takes appropriate action for recovery of all monies owed or due to the Sahuarita Municipal Court including, but not limited to restitution, fees, sanctions, surcharges, assessments, penalties, bonds, costs and fees.
- Reviews proposed legal budget prior to adoption. Reviews financial and bidding practices and procedures to ensure compliance with existing legislation; represents the Town in bid protests.
- Focusing on the legal analysis of the issues, represents the Town in Arizona Civil Rights Division (ARCD) and Equal Employment Opportunity Commission (EEOC) complaint proceedings; assists in investigating Office of Civil Rights (OCR) allegations and negotiates settlements.
- Represents the Town in quasi-judicial, judicial and/or outside litigation.
- Directs, supervises, and evaluates assigned legal staff. Processes employee concerns and problems, directs work, counsels, and disciplines staff, and completes employee performance reviews.
- Prepares and submits routine, recurring and special reports, analyzes and recommendations.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.



- Works in a safe manner and reports unsafe activity and conditions. Follows Town-wide safety policy and practices and adheres to responsibilities concerning safety prevention, reporting and monitoring as outlined in the Town's Health and Safety Manual.

KNOWLEDGE, SKILLS & ABILITIES

- Advanced managerial principles, practices, and techniques.
- Ability to read advanced court cases, budgets, policies, documents, and reports.
- Knowledge and ability to interpret and apply municipal, federal, state, and local laws, codes, regulations and/or ordinances.
- Excellent written, oral advocacy, and interpersonal skills.
- Ability to write complex agreements, general correspondence, articles, letters, and reports.

MINIMUM QUALIFICATIONS

- Graduation with a Juris Doctorate Degree from an accredited law school.
- License to practice law in the State of Arizona and a membership in good standing with the Arizona State Bar.
- Minimum five years practicing law in a civil municipal setting or with a governmental jurisdiction.
- Minimum of two years supervisory experience.
- Valid Arizona driver's license required within ten days of hire.

PREFERRED QUALIFICATIONS

- Experience with land-use law, community facility districts, and public utilities.
- Proficient with technology.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers