

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Local, state, and federal law, particularly in relation to City government and a comprehensive knowledge of judicial procedure and rules of evidence.
Principles, practices, and methods of legal research and sources for legal reference.

Ability to:

Propose and present cases in an effective manner.
Communicate effectively in writing.
Negotiate non-judicial claims in an effective manner.
Establish and maintain working relationships with employees, court officials, attorneys and the general public.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

Graduation from an accredited school of law and 2 years of experience in the practice of law.
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Membership in the Arizona Bar.
Valid Arizona driver's license.