



invites your interest in the position of

ASSISTANT CITY ATTORNEY

(Recent Law School Graduates Strongly Encouraged to Apply)



Recruitment Services Provided by Ralph Andersen & Associates

AN OUTSTANDING OPPORTUNITY

The City of Page, Arizona is seeking a recent graduate (or 1-to-2-year licensed attorney) from an accredited law school who wishes to gain hands-on experience in prosecution and municipal law. Importantly, bar accreditation may be gained during employment; no experience needed. Key involvement will include prosecuting criminal matters in the City's Municipal Court and conducting legal research, pretrial hearings, arraignments, jury (periodic) and bench trials, and appellate work to enforce state laws and city ordinances. The Assistant City Attorney will also gain valuable experience in working with the City Attorney to advise the Page Police Department as well as other city departments to interpret and enforce city ordinances and other laws. Experience will also include exposure to land use, conflict-of-interest contracts, employment, and open meeting laws. Gain valuable and unmatched on-the-job paid training while enjoying the vast outdoor activities in the region!



THE REGION – A GREAT PLACE TO LIVE, WORK AND EXPLORE

The City of Page is a 16 square mile planned community near the Arizona/Utah border and has a population of 7,400. The City was developed for the workers building the Glen Canyon Dam in 1957 and was incorporated in 1975. It has since become a major resort area, attracting more than 3 million visitors a year. Lake Powell is the center of the area's recreation with its 1,960 miles of shoreline and there are 96 major canyons to explore within the Glen Canyon National Recreation Area. A broad range of community facilities are located within the City of Page including museums, community center, library, recreation center, visitor center, golf course, parks, tennis courts, and several football, softball, and baseball fields. Located nearby is Horseshoe Bend, part of the Colorado River, also referred to as the "east rim of the Grand Canyon."



CITY STRUCTURE AND GOVERNANCE

Vision Statement: The City of Page is a clean, financially responsible, diverse, and vibrant community that respects the quality of its environment, fosters a sense of community and family, encourages a healthful, active lifestyle, and supports a wide range of business opportunities to promote a prosperous economy.

The City of Page Council is comprised of the Mayor and six (6) Council Members. The Mayor is elected from the City at large for a 2-year term and Council Members are elected from the City at large for 4-year terms. The Mayor election and Council election are every 2 years. To avoid having all the Council seats expire in the same year, terms are staggered with three (3) Council Members elected at one election and three (3) Council Members elected 2 years later.

Both the City Attorney and the City Manager are both appointed by the City Council and serve in at-will positions, serving at the pleasure of the elected body.

The City has 165 full-time equivalent positions and an annual budget of \$70 million. The City of Page has the following departments and divisions: Airport, Building & Safety, City Attorney, City Manager, Code Compliance, Community Center, Community Development, Economic Development, Finance, Fire/EMS, Horseshoe Bend, Human Resources, Lake Powell National Golf Course, Library, Magistrate Court, Page Utility Enterprises, Planning & Zoning, Parks & Trails, Police Department, Public Works, and Recreation.



THE CITY ATTORNEY'S OFFICE



The Office is committed to providing excellence in legal services and support for the Police Department and other city departments. Additionally, the City Attorney's Office is responsible for prosecuting those individuals who have been charged with committing misdemeanor crimes within the city limits. For the last eight years, Joshua Smith has served as the City Attorney for the City of Page. To view his LinkedIn bio, click [here](#).

The City Attorney's Office is the legal advisor to the City Council, the City Manager, Page Utility Enterprises Manager, all city departments, and the City's Advisory Boards, Committees, and Commissions. The Office is responsible for drafting, reviewing, and/or approving all proposed ordinances, resolutions, and contracts, which may be considered for adoption by the City Council to ensure that the legal interests of the City are adequately protected.

The City Attorney, in consultation with the City Council, prosecutes and defends all suits, actions, or causes where the City is a party, and reports to the City Council, when required, the condition of any suit or action to which the City is a party.

In addition to these civil duties, the City Attorney represents the City and the State of Arizona in the prosecution of criminal misdemeanor cases occurring within the City limits. Additionally, the City Attorney assures that the statutory rights of the victims of such crimes are protected.



RESPONSIBILITIES OF THE ASSISTANT CITY ATTORNEY

This at-will exempt position performs prosecutions through legal research, pretrial hearings, trials (jury and bench), and appellate work to enforce state laws and city ordinances. The Assistant City Attorney will also serve as advisor to the Police Department and will advise other city departments in interpreting and enforcing City ordinances and other laws. Other assignments will be based on guidance and direction from the City Attorney.

Key responsibilities include:

- Prepare and appear for pre-trial proceedings and other court hearings. Make recommendations for sentencing and conditions of release.
- Research case law, write appellate briefs, and provide written responses to motions.
- Prosecute traffic, criminal code, and City Code violations; prepare legal pleadings; research technical and scientific aspects of evidence; negotiate plea agreements; formulate strategies; and interview and prepare witnesses.
- Counsel the Police Department on gathering and presenting evidence, filing of charges, and other legal matters. Interview police officers, inspectors, or others presenting evidence on behalf of the City.
- Provide statistical data concerning disposition of cases.
- Research, write, and argue appeals to appellate courts as needed.
- Review cases involving violation of City Code and evaluate and advise on when a case is prosecutable; prepare and prosecute such cases in Municipal Court.
- Supervise the required notification of crime victims and explain their rights in the criminal process.
- Draft legal opinions, memoranda, ordinances, resolutions, and contracts on various subjects as required.
- Review adopted and proposed laws, ordinances, codes, rules, and regulations; advise appropriate officials of recommended actions.
- Study new legislation and recently decided case law; present summary of changes to staff of affected departments; and attend continuing legal education seminars.



THE IDEAL CANDIDATE

The ideal candidate is an attorney with previous prosecution experience or a strong interest in becoming a prosecutor, who will also have knowledge of the state statutes, the Page City Code, court rules, and the rules of evidence. The ideal candidate will also have knowledge of the practices, procedures, and techniques for prosecuting violations in Municipal Court, and must be skilled in preparing briefs and negotiating outcomes.

Additionally, the ideal candidate in this position will gain valuable experience communicating directly with department directors, city officials, the court system and, at times, with the general public. Importantly, this aspiring public sector professional will be confident and thrive in a collaborative and cooperative environment that supports transparency and timely response.

DESIRED QUALIFICATIONS

Education: Juris Doctor degree from an accredited law school is required.

Experience: Applicants may be considered with no experience (this may be preferable) *or* in the range of 1-3 years of experience.

Admission to Arizona Bar: Applicants will be required to seek admission to the bar during the first year of employment, awaiting results, or may have recently obtained.

Driver's License: Valid driver's license upon employment is required.



COMPENSATION AND BENEFITS

The annual salary range for the Assistant City Attorney position is \$85,000 to \$116,000. Moving/relocation assistance and a signing bonus may be offered. An additional benefit of working for the City of Page is the 4-day workweek.

In addition to a rewarding work environment, opportunity for career growth, and an excellent salary, the City of Page provides generous benefits, including:

- Medical, dental, vision, and life insurance.
- Retirement package for all full-time positions. Most City of Page employees are covered under the Arizona State Retirement System.
- Vacation leave of up to 120 hours annually, with additional accrual after five years of service or more.
- Eight (8) paid Holidays per year.
- Sick leave of 96 hours per year (12 days).
- Personal time of 24 hours per calendar year.

For further information on benefits, see Benefits Summary below.

- **[Benefits Options Information](#)**
- **[2023-2024 Health Contribution Rates](#)**
- **[EOP Plan \\$750 Deductible Summary of Benefits and Coverage](#)**
- **[EPO \\$750 Deductible Summary Plan Description](#)**
- **[HDHP Plan \\$4,000 Deductible Summary of Benefits and Coverage](#)**
- **[HDHP \\$4,000 Deductible Summary Plan Description](#)**
- **[Supplemental Term Life Insurance Rate Grid](#)**
- **[Affordable Legal and Identity Theft Protection](#)**

TO BE CONSIDERED



Candidates are required to submit a comprehensive résumé and a cover letter immediately for optimal consideration. Electronic submittals may be sent to: apply@ralphandersen.com. Submittals are being reviewed as received and interested candidates are encouraged to submit immediately and prior to **May 31, 2024**, for optimal consideration. This solicitation for recent graduates or entry level attorneys may close at any time. Confidential inquiries should be directed to Ms. Heather Renschler, Ralph Andersen & Associates, at (916) 630-4900 or request an appointment to discuss further by contacting scheduling@ralphandersen.com.

The City of Page is an equal opportunity employer.

www.cityofpage.org