

## **DEPUTY CITY ATTORNEY**

The City of Carlsbad is accepting applications for the position of **Deputy City Attorney**. Performs professional legal duties in overseeing and assisting in the daily operations of the legal department.

Assists in managing the daily operations of the legal department; Assists in drafting ordinances, resolutions, petitions, deeds, contracts, easements and leases; assists departments with legal matters; investigates claims and complaints by or against the city; Assists in all civil and criminal matters brought before the City. Acts as City Attorney in the absence of the City Attorney.

Develops and recommends changes in local ordinances. Studies and interprets State and Federal Constitutions, laws, court decisions, ordinances etc., to provide legal advice or opinions. Advises on the legality of operating policies and procedures. Provides legal advice and prepares formal legal opinions on a broad range of issues for various departments, boards, committees and law enforcement activities.

Prepares and issues complaints, warrants and subpoenas; interviews witnesses, prepares motions and presents cases in court. Performs or directs the gathering and analysis of evidence in cases and reviews pertinent decisions, policies, regulations and other legal matters pertaining to cases.

Knowledge of modern policies and practices of municipal law and public administration. Knowledge of state and federal constitutions, statutes, rules and policies relating to municipal affairs. Knowledge of laws relating to the purchase of goods and services, contracting, labor, employment, land use, environment and criminal law.

Skill in preparing briefs and other legal documents. Skill in operating personal computer, including word processing and spreadsheet programs, and other office equipment.

Ability to prepare and analyze comprehensive legal documents. Ability to carry out assigned projects to their completion. Ability to communicate effectively verbally and in writing. Ability to establish and maintain effective working relationships with employees, city officials, the court systems, and the general public. Ability to efficiently and effectively administer a municipal legal department.

Qualifications: Graduation from an accredited law school with a Juris Doctor degree in law, and a minimum of two (2) years experience as a practicing attorney, with municipal experience preferred. Must

possess and maintain a valid license to practice law in the State of New Mexico and be a member in good standing of the State Bar Association.

Must possess and maintain a valid New Mexico driver's license. Must not have or develop a conflict of interest that might preclude performance of any duty on behalf of the City.

In addition to an excellent benefit package, starting annual base pay will be \$102,374.42 with an increase to \$105,445.65 on July 1, 2019.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221. Applicants must include a City of Carlsbad Employment application filled out completely. Resumes are not required, but may be included if desired. Resumes/applications must be received or be postmarked no later than March 15, 2019.

EOE M/F/V/D