



CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

JOB ANNOUNCEMENT

JOB TITLE: DEPUTY CITY ATTORNEY

Department: Deputy City Attorney	Status: Full Time
Starting Annual Salary: \$51,350	Available Positions: 1

Application Process:

Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at www.cityofpinebluff.com

CLOSING DATE:

June 30, 2022

Department of Human Resources 200 E. 8 th Avenue, Room 104 Pine Bluff, AR 71601	Office (870) 730-2040/ FAX (870) 730-2157 Office Hours: Monday-Friday: 8:00 a.m. – 5:00 p.m.
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ESSENTIAL JOB FUNCTIONS: The Deputy City Attorney is responsible to assist the City Attorney in presentation of the City of Pine Bluff in a wide variety of legal matters, prosecute misdemeanors and violations and render professional legal advice and advocacy to city employees, officers and officials. The Deputy City Attorney performs trial preparation, prosecute all misdemeanor and violation offenses investigated by the police department or brought by citizens, coordinate with the Legal Assistant to have available physical evidence at trial, and communicate with court staff and defense attorneys, defendants, law enforcement officers and witnesses regarding trial settings and continuances. The Deputy City Attorney assist the City Attorney in all daily activities as needed, perform legal research of a complex nature, review and sign off on affidavits or other information drafted by the Legal Assistant and all other duties assigned.

ACCEPTABLE EXPERIENCE AND TRAINING: Jurist Doctorate and related experience and/or training; or equivalent combination of education and experience.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.