



Career Service Authority

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Assistant City Attorney - Associate

GENERAL STATEMENT OF CLASS DUTIES

Provides standard/intermediate level legal counsel to City Officials and employees and legal representation in the prosecution/defense of legal cases before administrative agencies and in municipal district, and appellate courts.

DISTINGUISHING CHARACTERISTICS

This is the second class of a three level progressive class series. The Assistant City Attorney-Associate is distinguished from the Assistant City Attorney-Entry which provides entry-level legal representation to City officials and employees and legal representation in the prosecution and defense of legal cases in municipal, district and appellate courts. This class is also distinguished from the Assistant City Attorney-Senior which provides full performance level legal counsel to City officials and employees and representation in the prosecution and defense of legal cases before administrative agencies, trial and appellate courts.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory duties.

ESSENTIAL DUTIES

Works with supervisor to prepare increasingly complex cases for trial such as those at federal district court and represents the City in those proceedings.

Conducts or assists with legal research.

Provides City agencies with legal advice including rules of evidence and rules of procedure.

Represents City agencies concerning administrative remedies and initiatives and interprets policy ordinances and charter requirements.

Drafts and prepares memoranda, motions, briefs and pleadings to be filed in judicial or quasi-judicial proceedings.

Assists attorneys working in specialized areas with research and related activities.

By position, provides agencies with formal legal opinions on matters involving lesser complexity and specialization.

By position, negotiates and prepares contracts, ordinances, leases, deeds, licenses, and other legal documents.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

Legal, Government and Jurisprudence – Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

Integrity/Honesty – Contributes to maintaining the integrity of the organizations displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others, is trustworthy.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information and makes correct inferences or draws accurate conclusions.

Problem Solving – Identifies problems, determines accuracy and relevance information, uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Decision Making – Makes sound, well informed, and objective decisions, perceives the impact and implications of decisions, commits to action, even in uncertain situations, to accomplish organizational goals, causes change.

Attention to Detail – Is thorough when performing work and conscientious about attending to detail.

Oral Communication – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentation, listens to other, and attends to nonverbal cues.

Interpersonal Skills – Shows understanding, courtesy, tact, empathy, concern, develops and maintains relationships, may deal with people who are difficult, hostile, distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

Learning – Uses efficient learning techniques to acquire and apply new knowledge and skills, uses training, feedback, or other opportunities for self learning and development.

Creative Thinking – Uses imagination to develop new insights into situations and applies innovative solutions to problems, designs new methods where established methods and procedures are inapplicable or are unavailable.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job, works with, understands, and evaluates technical information related to the job, advises other on technical issues.

Teamwork – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, works with others to achieve goals.

Influencing/Negotiating – Persuades others to accept recommendations, cooperates or change their behavior, works with others towards an agreement, negotiates to find mutually acceptable solutions.

Reading – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing – Recognizes or uses correct English grammar, punctuations and spelling, communicates information in a succinct and organized manner, produces written information which may include technical material that is appropriate for the intended audience.

Physical Demands:

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Hearing: perceiving the nature of sounds by the ear.

Working Environment:

Pressure due to multiple calls and inquiries
Subject to many interruptions
Subject to long, irregular hours

Education Requirement:

Graduation from a college of law with attainment of a J.D. or a LL.B Degree.

Experience Requirement:

Two years of experience as an attorney at law.

Education/Experience Equivalency:

N/A.

Licensure and/or Certification:

Possession of a license to practice law in Colorado from the Colorado Supreme Court at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

ESTABLISHED BY: Don Braden

REVISED DATE: 02/08/2009

REVISED BY: Hameed Pousti

CLASS HISTORY: 09/1995 - Class was originally created.
02/2009 – Class specification was placed in to new format.