



Career Service Authority
Assistant City Attorney - Senior

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GENERAL STATEMENT OF CLASS DUTIES

Provides full performance legal counsel to City officials and employees and legal representation in the prosecution and defense of legal cases before administrative agencies, and trial and appellate courts.

DISTINGUISHING CHARACTERISTICS

This is the third class of a three level class series. The Assistant City Attorney-Senior is distinguished from the Assistant City Attorney-Associate which provides standard/intermediate level legal counsel and representation in the prosecution and defense of legal cases before administrative agencies and in municipal, district, and appellate courts. This class is also distinguished from the Assistant City Attorney-Entry which provides entry-level legal counsel and representation in the prosecution and defense of legal cases in municipal, district, and appellate courts.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only with issues and factors largely undefined requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

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

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Prepares administrative hearings and complex cases for trial, such as those at the Career Service Authority and the federal district court, develops motions and civil discovery documents, and represents the City in those proceedings as well as corresponding appellate briefing and argument.

Negotiates and prepares contracts, ordinances, leases, deeds and licenses, and other legal documents.

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

Conducts or provides feedback with legal research.

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

Assists subordinate attorneys with legal counseling activities, issues and procedures.

Assists in developing performance evaluation programs, providing on going feedback regarding levels of performance, and assists in the formal evaluation of subordinate attorneys.

By position, provides City officers and employees with counsel and advice and formal legal opinions on complex matters, in specialized legal areas.

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.

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 son technical issues.

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.

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.

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

Leadership – Influences, motivates, and challenges others, adapts leadership styles to a variety of situations.

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

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

Organizational Awareness – Knows the organization's mission and functions, and how it's social, political, and technological systems work and operates effectively within them including the programs, policies, procedures, rules, and regulations of the organization.

Conflict Management – Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

External Awareness – Identifies and understands economic, political and social trends that affect the organization.

Flexibility – Is open to change and new information, adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles, and effectively deals with ambiguity.

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.

Planning & Evaluating – Organizes work, sets up priorities, determines resource requirements, determines short or long term goals and strategies to achieve them, coordinates with other organizations or parts of the organization, monitors progress, and evaluates outcomes.

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.

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:

Three years of experience as an attorney at law including two years of experience prosecuting and defending legal cases in municipal, district, and appellate courts.

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.