



Career Service Authority

Assistant City Attorney-Specialist

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GENERAL STATEMENT OF CLASS DUTIES

Provides specialized, professional legal counsel to City officials and employees and representation in a legal specialty field requiring comprehensive knowledge and expertise. Provides legal counsel and representation on special projects with City-wide implications in the same legal specialty field, as assigned by the City Attorney and Deputy City Attorney.

DISTINGUISHING CHARACTERISTICS

The Assistant City Attorney-Specialist is distinguished from the Assistant City Attorney-Senior which provides full performance legal counsel to City officials and employees and representation in the prosecution/defense of legal cases before administrative agencies, and trial/appellate courts. This class is also distinguished from the Assistant City Attorney-Section Supervisor which supervises and directs the activities of a section within the City Attorney's Office. Provides legal counsel and representation to City officers and employees.

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 administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communications and Purpose:

Contacts are of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

Level of Supervision Exercised:

By position, performs lead work.

ESSENTIAL DUTIES

Provides legal counsel and representation on special projects in a legal specialty field with citywide implications assigned by the City Attorney or Deputy City Attorney.

Prepares, in a lead capacity, complex cases such as cases at the federal district court in a legal specialty field for hearing, trial, appellate briefing and argument, and represents the City at the proceedings.

Provides City officials and employees with counsel and advice, and legal opinions on complex matters in a legal specialty field.

Negotiates and prepares non standard contracts and other legal documents, such as ordinances, leases, deeds, licenses, and municipal financing instruments in a legal specialty field.

Provides training, guidance and assistance to subordinate attorneys and assists attorneys with litigation, research and related activities in a legal specialty field.

Conducts or assists with legal research in a legal specialty field.

Prepares memoranda, motions, briefs and pleadings to be filed in judicial or quasi judicial proceedings in a legal specialty field.

Performs other duties as assigned or requested.

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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.
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MINIMUM QUALIFICATIONS

Competencies, Knowledge, & Skills:

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.

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.

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.

Vision – Understands where the organization is headed and how he/she can make a difference.

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

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

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.

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.

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

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.

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

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

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.

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 college of law with attainment of a J.D. or an LL.B degree.

Experience Requirement:

Three years of experience at the type/level of Assistant City Attorney-Senior in a legal specialty field.

Education/Experience Equivalency:

None

Licensure and/or Certification:

Admission by the Colorado Supreme Court to practice law in Colorado at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/06/1995

ESTABLISHED BY: Peter Garritt

REVISED DATE: 12/6/09

REVISED BY: Hameed Pousti

CLASS HISTORY 09/1995 – The class was originally created.
03/2001 – The class specification was revised.

12/6/09 – The class specification was updated and placed in to new format.