



**DENVER**  
THE MILE HIGH CITY

**Career Service Authority**  
Denver's Human Resource Agency

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## JOB SPECIFICATION UPDATE

TO: All agencies citywide  
Holders of Job Specification Books

FROM: Alena Martinez

DATE: February 2, 2009

SUBJECT: New and/or revised Job Specifications

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Attached are revised and/or new job specifications. These should be placed in your job specification book.

Old job specifications listed in the column "Job Specifications to be Removed" should be removed from your book and destroyed.

Agencies that hold only selected job specifications may discard those that are not classes within their agency.

### **New and Revised Job Specifications**

Assistant City Attorney – Associate  
Rev. 02/08/2009

Assistant City Attorney – Entry  
Rev. 02/08/2009

Assistant City Attorney – Senior  
Rev. 02/08/2009

### **Job Specifications to be Removed**

Assistant City Attorney - Associate  
Est. 09/16/1995

Assistant City Attorney – Entry  
Est. 09/16/1995

Assistant City Attorney – Senior  
Est. 09/16/1995



## 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.

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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:***

**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.



Career Service Authority  
Assistant City Attorney - Entry

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**GENERAL STATEMENT OF CLASS DUTIES**

Provides entry-level legal counsel to City officials and employees and legal representation in municipal and district/appellate courts.

**DISTINGUISHING CHARACTERISTICS**

This is the first class of a three level progressive class series. The Assistant City Attorney-Entry is distinguished from the Assistant City Attorney-Associate which provides standard/intermediate level legal counsel to City officials and employees and legal representation in the prosecution and defense of legal cases before administrative agencies and 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 and trial and appellate courts.

***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

***Level of Supervision Received and Quality Review:***

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

***Level of Supervision Exercised:***

No supervisory duties.

**ESSENTIAL DUTIES**

Prepares routine legal cases and represents the City in those proceedings.

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

Performs routine legal research and assists with research of more complex legal problems, under the supervision of a higher level attorney.

Assists with representation of City agencies concerning administrative remedies and initiatives and interpreting policy, ordinances and charter requirements.

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

Assists in drafting memoranda, motions, briefs and pleadings.

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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:***

**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.

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

**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.

**Self Management** – Sets well defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

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

**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.

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

**Self Esteem** – Believes in own self worth, maintains a positive view of self and displays a professional image.

**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.

**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:**

None.

**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.



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.

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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:***

**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.