



Office of Human Resources
Attorney Fellow - CL3228
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General Statement of Duties

Performs professional legal work. Maximum length of service is one year.

Distinguishing Characteristics

This class performs professional legal work. This class is distinguished from Assistant City Attorney-Entry that provides entry-level legal representation.

Essential Duties

Trains in the theoretical and technical aspects of the legal field and learns and performs work procedures related to the assignment.

Trains and assists in the preparation and trying of routine legal cases involving disputes concerning or alleged violations of ordinances, municipal codes, and State law. Such controversies may be heard in administrative venues as well as courts of original and appellate jurisdiction.

Trains and assists in the preparation of legal documents related to the City's transactional needs, including contracts.

Trains in and assists in the preparation of legal opinions, briefs, motions and pleadings, and other documentation or correspondence.

Performs routine legal research and assists in research of more complex legal problems, under the supervision of a higher-level attorney or hearing officer.

By position, assists with the explanation and interpretation of cases to agency personnel, employees and the public.

By position, performs investigatory duties related to assigned cases.

By position, trains to provide advice to agency managers regarding city business.

By position, trains to prepare examination questions for hearings and court proceedings and participate in arraignments and depositions.

By position, performs pre-hearing reviews of appeals, reviews evidence and drafts findings of fact, drafts orders and decisions for review by hearing officer, drafts summaries of decision holdings by topic and rule number of inclusions in online digest.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

Competencies

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

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

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

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.

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.

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

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.

Knowledge & Skills

Skill in conducting investigations related to the work assignment.

Skill in interpreting and applying written guidelines, precedents, and work practices to standardized work situations or specific cases.

Knowledge of legal principles and practices enough to be able to perform a variety of duties related to the work assignment.

Level of Supervision Exercised

None

Education Requirement

Doctor of Jurisprudence Degree or Bachelor degree.

Fellows need not be admitted to practice law if they have taken the bar exam and are eligible to practice with appropriate supervision. Fellow who don't pass the bar exam may be terminated, or transferred to an intern classification or other applicable classification, at the discretion of and in accordance with the policies of the DCAO.

Experience Requirement

None

Education & Experience Equivalency

No substitution of experience for education is permitted.

Licensure & Certification

None

Working Environment

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

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Fingering: Picking and pinching, through use of fingers or otherwise.
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.
Hearing: Perceiving and comprehending the nature and direction of sounds.
Lifting: Moving objects weighing no more than 10 pounds from one level to another.
Sitting: Remaining in a stationary position.
Standing: Remaining in a stationary position.
Talking: Communicating ideas or exchanging information.
Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: NE-11
FLSA Code: N
Established Date: 10/20/2019
Established By: SO
Revised Date:
Revised By:
Class History: