



Office of Human Resources
Assistant City Attorney Associate - CL0355
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General Statement of 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.

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.

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 taking into account 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 independently adapting, interpreting and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.

Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy making bodies, and the public.

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.

Knowledge of analysis and research techniques sufficient to be able to gather information, secure and analyze desired information, and formulate logical recommendations.

Level of Supervision Exercised

None

Education Requirement

Doctor of Jurisprudence Degree or Bachelor of Law Degree.

Experience Requirement

Two (2) years of experience as an attorney at law.

Education & Experience Equivalency

No substitution of experience for education is permitted.

Licensure & Certification

Possession of a license to practice law in Colorado from the Colorado Supreme Court at the time of application. By position, the applicant must have a reasonable expectation of becoming licensed by the Colorado Supreme Court within 6 months of their hire date.

Licenses and certifications must be kept current as a condition of employment.

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.
Talking: Communicating ideas or exchanging information.
Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check
Education Check
Employment Verification
Licensure/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: EX-15
FLSA Code: Y
Established Date: 9/21/2018
Established By: LS
Revised Date: 9/24/2023
Revised By: AM
Class History: 9/08/2022- Revised License & Certification.
9/24/2023- Revised pay grade as a result of CN1789.