



Office of Human Resources  
Assistant City Attorney Entry - CL0356  
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### General Statement of Duties

Provides entry-level legal representation in the prosecution and defense of legal cases in municipal, district and 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.

### 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.

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 effective case management principles sufficient to be able to prepare cases for litigation.

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 Laws Degree.

### **Experience Requirement**

None

### **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 by the date of hire or a reasonable expectation of becoming licensed by the Colorado Supreme Court by the date of hire in accordance with C.R.C.P. 203.2, 203.3, 203.4 and 205.6.

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  
Licensure/Certification

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade: EX-12**  
**FLSA Code: Y**  
**Established Date: 9/21/2018**  
**Established By: LS**  
**Revised Date: 7/1/2024**  
**Revised By: BM**  
**Class History: 9/2/22 - Revised License & Certification; 7/1/24 – Revised License & Certification.**