



Office of Human Resources  
Assistant City Attorney Section Supervisor - CL0359

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### General Statement of Duties

Supervises and directs the activities of a section within the city Attorney's Office. Provides legal counsel and representation to city officers and employees.

### Distinguishing Characteristics

This is a first level supervisory classification which has predominately internal focus and day-to-day, direct supervisory responsibility for attorneys and other staff assigned to a section of the City Attorney's office. The Assistant City Attorney-Division Director is an operational manager responsible for directing and managing the operations of a division by developing objectives and strategies and managing plans, programs, and projects as well as implementing the organization's vision, goals and objectives by translating them into outcomes.

### Essential Duties

Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work to ensure sound legal advice and accurate/sufficient documentation and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems and mediates conflicts encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; and adjusts work plans/activities as a result of budget changes.

Conducts legal research and reviews information related to cases or work assignments and drafts, approves, and advocates legislation, rules, and regulations.

Provides City officers and employees with counsel, representation, advice and legal opinions.

Prepares a variety of reports and attends a variety of meetings.

Ensures compliance by legal staff with Code of Professional Responsibility.

Litigates or participates in major complex cases.

Maintains regular communication with the judges of the courts to stay apprised of relevant issues.

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**

**Conflict Management** - Manages and resolves conflicts, confrontations, and disagreements in a positive and constructive manner to minimize negative personal impact.

**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.

**Influencing** - Collaborates with, persuades and influences others.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### **Knowledge & Skills**

Skill in applying existing guidelines or creating new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Skill in reviewing work for accuracy and completeness.

Knowledge of supervisory principles and practices sufficient to be able to perform elements of full, formal supervision.

Knowledge of supervisory principles and practices sufficient to be able to develop an employee performance enhancement plan and determine priorities.

Knowledge of supervisory principles and practices sufficient to be able to determine the most appropriate course of action in responding to grievances and in problem resolution/developing alternatives.

### **Level of Supervision Exercised**

Supervises attorneys and professional support staff.

### **Education Requirement**

Doctor of Jurisprudence Degree or Bachelor of Laws Degree.

**Experience Requirement**

Three (3) years of experience of the type and at the level of Assistant City Attorney – Senior with specialized experience in at least one area of 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-20**

**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 grades as a result of CN1789.**