



Office of Human Resources  
Assistant City Attorney Specialist - CL0358  
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### General Statement of Duties

Provides specialized, professional legal counsel to city officials and employees and representation in a legal specialty field requiring comprehensive knowledge and expertise. Provides legal counsel and representation on special projects with City-wide implications in the same legal specialty field, as assigned by the City Attorney and Deputy City Attorney.

### Distinguishing Characteristics

The Assistant City Attorney-Specialist is distinguished from the Assistant City Attorney-Senior which provides full performance legal counsel to City officials and employees and representation in the prosecution/defense of legal cases before administrative agencies, and trial/appellate courts. This class is also distinguished from the Assistant City Attorney-Section Supervisor which supervises and directs the activities of a section within the City Attorney's Office. Provides legal counsel and representation to City officers and employees.

### Essential Duties

Provides legal counsel and representation on special projects in a legal specialty field with citywide implications assigned by the City Attorney or Deputy City Attorney.

Prepares, in a lead capacity, complex cases such as cases at the federal district court in a legal specialty field for hearing, trial, appellate briefing and argument, and represents the City at the proceedings.

Provides City officials and employees with counsel and advice, and legal opinions on complex matters in a legal specialty field.

Negotiates and prepares non-standard contracts and other legal documents, such as ordinances, leases, deeds, licenses, and municipal financing instruments in a legal specialty field.

Provides training, guidance and assistance to subordinate attorneys and assists attorneys with litigation, research and related activities in a legal specialty field.

Conducts or assists with legal research in a legal specialty field.

Prepares memoranda, motions, briefs and pleadings to be filed in judicial or quasi judicial proceedings in a legal specialty field.

By position, performs some or all of the elements of supervision or lead work including work planning, instruction, and review, handling grievances and disciplinary actions, hiring and dismissing employees, and evaluating employee performance.

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**

By position, performs lead work and supervises employees within the functional area.

**Education Requirement**

Doctor of Jurisprudence degree or Bachelor of Laws degree.

**Experience Requirement**

Seven (7) years of experience at the type/level of Assistant City Attorney with at least three (3) years of legislative body experience.

**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-19**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date: 11/17/2020; 10/29/2021; 9/08/2022**

**Revised By: GT; AM**

**Class History:**

**11/17/2020 - Level of Supervision Exercised amended adding “and supervises employees within the functional area” and added by position supervisory duties.**

**10/29/2021 – Experience level changed from 10 years to 7 years with at least 3 years legislative body experience.**

**9/08/2022- Revised License & Certification.**