

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Deputy City Attorney	Job Code: 4102
Date: November 16, 2016	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is professional legal services work as Deputy City Attorney for Provo City and as Assistant Director of the City's Legal Department.

CLASSIFICATION STANDARDS: The single position allocated to this class is responsible to the City Attorney and performs all tasks under his/her general direction. The work of this class is distinguished from staff attorneys by its comprehensive assignments and responsibility to perform department-wide administrative and supervisory duties as an Assistant Department Director.

ESSENTIAL DUTIES: Under the general direction of the City Attorney, supervise, plan, and coordinate the work of Assistant City Attorneys and legal support staff, including scheduling of workload and coordinating workflow; oversee training and certification of staff; ensure work is completed accurately and efficiently; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and enact rewards and/or discipline as needed; assist in department staffing decisions including hiring and firing of personnel; maintain and review all reports, work records, and other applicable documents; assist in the development and monitoring of the annual department budget; develop and implement office policy; ensure compliance with applicable rules, regulations, policies, and procedures; function as City Attorney in his/her absence.

Provide legal advice, counsel, and assistance to the Mayor, City departments, and other officers, boards, commissions, and agencies as it pertains to City business; at the invitation of the Municipal Council and with the approval of the Mayor, may oversee and coordinate legal support provided to the Municipal Council including legal representation at Council meetings and legally sound responses to Council requests; as delegated by the City Attorney, oversees any outside legal Counsel retained by the City to handle litigation or special matters; supervise research projects and cases; serve as a legal resource to the staff on the most complex civil and criminal issues; maintain knowledge and skill levels in current case decisions and legislation; represent the City at public meetings and in meetings with outside individuals and entities in connection with City interests.

Research legal positions and determine and apply legal principles and precedence; evaluate strengths and weaknesses of complex criminal and civil cases and claims; review complaints, statements, police reports, and written subpoenas; interview witnesses; prepare written legal opinions; prepare for trials; file legal documents and papers; authorize issuance of complaints or information; prepare briefs and memorandums for appeal proceedings; prepare pleadings, motions, orders, and other papers; coordinate efforts and answer inquiries from various law enforcement and government agencies, the public, private attorneys, and other staff; prepare and negotiate various contracts, leases, sales, acquisitions, and settlements for consideration and approval; draft ordinances, resolutions, and other documents; perform duties of lower level staff other duties as required.

MINIMUM REQUIREMENTS: Juris Doctorate degree from an accredited law school; and seven (7) years of legal experience as a practicing attorney, including four (4) years of which must have been in a municipal or related field with extensive supervisory experience.

License(s). Must possess a valid, lawful driver's license; maintain active membership in the Utah State Bar Association, including admission to practice before all state courts and the U.S. District Court for the District of Utah.

SELECTION FACTORS: *Knowledge of:* the principles and practices of Civil Law and Criminal Prosecution as required by the position; applicable judicial procedures including Rules of Evidence, Rules of Civil Procedure, Rules of Criminal Procedure, Rules of Appellate Procedure, etc.; criminal codes and other laws, rules, and regulations; ethical principles; modern supervisory and management techniques; principles of budget planning and preparation. *Skill in:* litigation and trial advocacy; legal research; legal writing including briefs and memos; analyzing and evaluating complex legal cases and issues and guiding research and trial strategies; the effective presentation of cases in Federal and State Court; observing and remembering details including complex court cases and rulings; practicing behaviors that build trust with others. *Ability to:* exercise independent judgement while evaluating situations and in making determinations; present information verbally and in writing in a clear and logical form; establish tactful, effective, non-judgmental relationships with the public, the press, and parties affected by the court, the Administration, and these processes; deal with stressful situations firmly, tactfully, and with respect for individual rights; maintain effective working relationships with citizens from varied racial, ethnic, and economic backgrounds; maintain a positive liaison with Police and other departments involved in enforcing ordinances; train, supervise, evaluate, organize, schedule, and improve the work of subordinates; effectively counsel, persuade, and inform others; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards others; demonstrate a high level of commitment to the principles of positive customer service.

TOOLS AND EQUIPMENT USED: Computer, telephone, copy machine and other general office equipment, and legal books.

PHYSICAL DEMANDS: This work requires remaining seated at a computer desk and maintaining concentrated attention to detail for extended periods of time. Requires court appearances and depositions in public and private buildings. Exposure to stressful situations, including strict deadlines, broad objectives, and dealing with individuals in highly emotional states.

ENVIRONMENTAL FACTORS: Work is performed inside in an environmentally controlled building. Work may expose incumbent to unknown, dangerous, and/or hostile conditions.

Note: Employees occupying positions within this classification are prohibited from carrying out any private law practice which would potentially generate a conflict of interest and/or representing a party in an adversarial relationship with Provo City. Private professional endeavors are subject to review by the City Attorney and the Administration for approval.

Robert D. West 11-9-2016
Department Director Date

[Signature] 11/16/16
Mayor/Chief Administrative Officer Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.