

PROVO CITY CLASSIFICATION SPECIFICATION

Title: Assistant City Attorney	Job Code: 4103, 4105, 4107
Date: November 16, 2016	EEO Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (Unclassified)

DEFINITION: This is professional Attorney work on civil and/or criminal cases, with responsibility to provide counsel on legal issues in the City's Legal Department.

CLASSIFICATION STANDARDS: Positions assigned to this classification are responsible to the City Attorney or designated supervisor and perform duties under his/her close to general supervision. The multiple levels of this career series are distinguished by the amount of supervision, knowledge, and skill needed. *Note: Employees of this class are eligible for advancement to the next level in the career series as directed by policy.*

ESSENTIAL DUTIES: Assistant City Attorney I: Review civil and/or criminal cases and claims and evaluate strengths and weaknesses; review complaints, statements, police reports, and written subpoenas; conduct legal research and present findings; may prepare written legal opinions; represent the City in court and at hearings including arguing cases and motions in court or before an administrative body; prosecute misdemeanors which involve investigation of facts; interview witnesses; prepare for trials; coordinate efforts with various law enforcement agencies, government agencies, the public, attorneys, and other office staff; file legal documents and papers; review assigned cases for civil action or probable cause; authorize issuance of complaints or information; prepare briefs and memorandums for appeal proceedings; assist in providing legal counsel and support to various departments as assigned; answer inquiries from private citizens or their attorneys; prepare pleadings, motions, orders, and other papers; may assist in more difficult civil and/or criminal legal work and in processing collections work; draft ordinances and other documents; maintain knowledge and skill levels in current case decisions and legislation; assist staff members as needed and perform other related duties as required.

Assistant City Attorney II: Perform the essential duties of lower level attorneys; may represent the City in civil litigation including evaluating, negotiating, and settling claims; provide leadership as needed to junior professional staff, including supervising legal interns and research projects.

Senior Assistant City Attorney: Perform the essential duties of lower level attorneys; consult with and provide advice and legal opinions to the Administration and to Management; represent the City in court in prosecutorial, defense, civil, and/or business matters; confer with litigants and advise others on how to do the same; may represent City at public meetings; 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; prepare and negotiate land sales and acquisitions; assist in preparing and submitting the departmental budget; may supervise the activities of subordinate staff members and professional legal counsel retained by the City on special matters.

MINIMUM REQUIREMENTS: All positions require Juris Doctorate degree from an accredited law school. **Attorney II:** Three (3) years of legal experience as a practicing attorney, including trial experience. **Senior Attorney:** Six (6) years of legal experience as a practicing attorney, including trial experience and progressively responsible 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, when required by the City Attorney, 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 City Attorney's Office and the position; applicable judicial procedures including Rules of Evidence, Rules of Civil Procedure, Rules of Criminal Procedure, Rules of Appellate Procedure, and so forth; the criminal code and other related laws, codes, rules, and regulations; ethical principles. *Skill in:* litigation and trial advocacy; conducting legal research; legal writing, including legal briefs and memos; analytical problem solving; observing and remembering details; practicing behaviors that build trust with others. Senior Attorneys require skill in analyzing and evaluating complex legal cases and issues, guiding research and trial strategies, and effectively presenting cases in Federal and State Court. *Ability to:* exercise independent judgement while evaluating situations and in making determinations; analyze, evaluate, and organize facts, evidence, and legal procedures; present information verbally and in writing in a clear and logical form; establish tactful, effective, non-judgmental relationships with the public 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 the citizens from varied racial, ethnic, and economic backgrounds; maintain a positive liaison with Police and other departments involved in the enforcement of ordinances; demonstrate a high level of commitment to the principles of positive customer service; train, supervise, and evaluate subordinates, and improve their work.

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

PHYSICAL DEMANDS: This work requires remaining seated at a computer and maintaining concentrated attention to detail for extended periods of time. Requires court appearances and depositions in public and private buildings. Requires 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
Department Director

11-9-2016
Date

[Signature]
Mayor/Chief Administrative Officer

11/16/16
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.