

CITY OF OLYMPIA	DATE PREPARED	1/87
CLASS SPECIFICATION ASSISTANT CITY ATTORNEY	JOB CODE	610
	SALARY RANGE	074
	FLSA STATUS	EXEMPT
	REVISED	5/2003

POSITION DESCRIPTION

Function: Under general direction, responsible for assisting the City Attorney in providing comprehensive legal services with emphasis on zoning and land use issues.

Essential Function: The information contained in this classification specification is a representative sample of essential and other functions performed in this classification. Specific essential functions are identified for position recruitment or other administrative procedures.

Examples of Duties: Responsible for assisting the City Attorney in providing a full range of legal services to the City Council, City Manager and City Departments, with emphasis in the areas of land use, planning and growth management issues. Under the direction of the City Attorney, provide legal advice and resolve legal questions involving the development and implementation of City ordinances, projects and programs. Assist in representing the City in civil actions before state and federal courts and administrative agencies. Prepare, or assist in the preparation of, City ordinances, regulations, contracts and other legal documents ensuring compliance with local, state and federal laws and ensuring the City is appropriately protected. Negotiate, or assist in negotiating, contracts with other governmental agencies and/or private concerns. Research and analyze legal problems as preparation for the City Attorney. May be requested to provide back-up for prosecution of cases through the Olympia Municipal Court. May be assigned as legal counsel for the LEOFF Disability Board and/or Civil Service Commission.

Contacts: The Assistant City Attorney has frequent contact with all employees of the City requiring legal advice or a legal opinion. Contacts are for the purpose of information sharing and/or providing direction in areas assigned by the City Attorney. Contacts require the communication of abstract legal concepts to individuals with varying degrees of legal sophistication and background. Contacts are frequently hostile or highly emotional in nature and the Assistant City Attorney is required to exercise skill in persuasion, arbitration and/or conflict resolution. Communicating information in a professional, concise and precise manner are central to position success. Contact with the local legal community is encouraged to remain current on issues relating to the practice of municipal law.

Supervision: In the absence of the City Attorney, supervise the City Prosecutor function and/or support staff.

Accountability: The Assistant City Attorney is accountable for the provision of accurate, effective legal services to the City. The Assistant City Attorney is accountable for the quality of research and recommendations made to the City Attorney. Legal advice determines, to a large degree, the effectiveness of the City achieving overall goals and the Assistant City Attorney has a significant impact on the quality of legal advice provided to management.

Working Conditions: The work requires close, sustained attention to detail often performed in a busy, noisy work area with frequent interruptions. The stress of working with competing demands and under stringent timelines is an on-going part of the position.

QUALIFICATIONS GUIDELINES

Knowledge/Skills/Abilities: Knowledge of municipal law including criminal, administrative, contract, insurance, land-use torts and labor relations laws.

Knowledge of municipal law, with emphasis in the areas of land use regulations and growth management.

Knowledge of basic supervisory principles.

Skill in resolving conflicts and gaining cooperation among groups with varying interests.

Ability to apply creative and logical legal reasoning to a wide variety of issues.

Ability to understand complex factual data, draw defensible conclusions and formulate sound legal decisions.

Ability to communicate complex legal concepts verbally and in writing to audiences of varying degrees of legal sophistication.

Ability to practice law before state and federal courts and various administrative agencies.

Ability to articulate and persuade in verbal and written arguments.

Ability to work cooperatively with many individuals within the City, including City Council, City Manager's office and Department Directors.

Experience/Education: Graduation from a law school accredited by the American Bar Association required. Two years experience in the practice of municipal law, with specific emphasis in the areas of land use and growth management preferred.

Special Requirements: Must be licensed to practice law in the State of Washington at the time of appointment.