



ASSISTANT CITY ATTORNEY

CONCEPT

Advises, assists and represents the officers and employees of the City of Vancouver in civil legal matters and/or prepares and prosecutes misdemeanor cases.

DISTINGUISHING CHARACTERISTICS

The Assistant City Attorney classification encompasses the range of expertise involved in the performance of civil and/or criminal assignments – from entry through management. The following outlines criteria to be considered in individual placement within the classification.

I - Entry Level: This level provides entry into the Law Department for attorneys with limited relevant professional experience.

II - Full Working Level: The second level represents the fully qualified professional level attorney in either civil or criminal law in which assignments require demonstrated ability to effectively perform the complete range of legal work and present cases before any court within the state.

III - Advanced Level: The third level is the advanced level and is characterized by expert competence in one or more phases of civil law or the complete range of criminal prosecution and may be assigned responsibility for advising Council and major commissions (e.g., Planning, Cable, Civil Service) on matters of importance.

Team Leader: This assignment is characterized by the assigned responsibility for leading the work of other attorneys on an ongoing basis.

Management: The Chief Deputy City Attorney assignment is the employee responsible for managing operations and serving as chief internal counsel in the absence of the City Attorney. This is the only assignment allocated to this level in the series.

ESSENTIAL FUNCTIONS --Responsibilities and duties may include, but are not limited to, the following:

There are two primary types of assignments within the Office of the City Attorney: internal counsel and prosecuting attorney. Internal counsel advises City officials on the development and interpretation of municipal policy and actions related to various legal specialties (e.g., land use, telecommunications, human resources). Criminal Attorneys may serve as generalists or specialists (e.g., Domestic Violence). All attorneys may be called upon to represent the City in State and Federal Courts, as well as before various administrative bodies.

CITY OF VANCOUVER

Assistant City Attorney (*continued*)

Civil: Confers with and advises City officers and employees on legal questions pertaining to their respective powers, duties, functions, and obligations; attends meetings of Council, boards and commissions to provide legal advice and counsel; advise City departments on legal matters including litigation avoidance; evaluate claims; performs legal research; provides legal advice and counsel in written and verbal form; drafts contracts, deeds, leases, ordinances, resolutions, rules, regulations, and other legal documents; prepares pleadings and handles depositions, interrogatories, pretrial motions, pretrial and settlement conferences; studies and interprets laws, court decisions, ordinances, and other legal authorities.

Criminal: Represents the City by prosecuting various criminal offenses, municipal code violations and probation violations; prepare cases for trial; review reports and conduct legal research; locate and interview witnesses; prepare pretrial motions and jury instructions; prepare for and defend against motions to limit evidence or suppress evidence; initiate or respond to appeals or writs of review; conduct research; write briefs and oral arguments; conduct plea bargain negotiations with defense attorneys and individual defendants.

Work in the specialty of Domestic Violence involves coordination of investigative effort and cultivation of partnerships with social service programs and law enforcement.

OPERATING PRINCIPLES

Assistant City Attorneys are expected to work in a manner consistent with the City of Vancouver's Operating Principles; specifically: Work and act as a team player in all interactions with other city employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships with team members and others; and consistently provide quality service.

QUALIFICATIONS

Knowledge of legal principles and their application within area of assignment; Federal, State, and local laws, codes and regulations pertinent to assignment; the methods, procedures, and practices used in the preparation of legal instruments; judicial procedures and rules of evidence; precedents applicable to legal specialty; the organization, powers, and limitations of municipalities; operational characteristics, services and activities of a municipal law program.

Ability to analyze legal problems and apply legal principles and practices; present facts, arguments and laws clearly and logically in written or oral form; conduct legal research; draft ordinances, contracts and other legal instruments, including pleadings and briefs; represent the City in various civil and criminal proceedings; prepare sound legal opinions.

License or Certificate: Membership in the Washington State Bar and admission in the Federal courts.