

City of Salem
CLASS SPECIFICATION

| | | |
|---------------|---------------------------|-------------------|
| CLASS. TITLE: | Assistant City Attorney I | CLASS. CODE: 0060 |
| DEPARTMENT: | Legal | FLSA: E |
| REPORTS TO: | City Attorney | DATE: 7/1/2002 |

Job Summary:

Performs a variety of entry-level attorney duties, concentrating primarily on prosecution of municipal court infraction and misdemeanor cases and appeals of those cases. Assignments are received from the City Attorney, but work is generally performed with minimum supervision after initial training period.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Prosecutes misdemeanors and some infractions in municipal court and on appeal.
2. Prepares for and appears in trials and hearings.
3. Researches and writes motions and replies to motions.
4. Negotiates and presents plea offers.
5. Speaks with witnesses and victims.
6. Discusses prosecution of ordinances with police officers.
7. Writes letters to victims requesting additional information.
8. Reviews and signs citations.
9. Appears in court during arraignments.
10. Conducts research and otherwise assists with civil matters as assigned.

Important Job Functions

1. Discusses trials and case law with law clerk.
2. Observes trials reads books on trial technique, attends training seminars and conferences related to assignments.
3. Assists other government officers with disposition of cases.
4. Performs other duties as required to ensure efficient operation of the department.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Doctor of Jurisprudence or equivalent from an accredited college or university of law; or, Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- Admission to the Oregon State Bar

City of Salem
CLASS SPECIFICATION

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Criminal and civil law related to assignments.
- Methods of legal research including software and electronic sources.
- Judicial and administrative procedures and rules of evidence.
- City ordinances and charter, particularly as relating to the authority and functions of municipal departments.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Analyze, explain, prosecute, defend and settle legal matters.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of others.
- Work and make decisions with minimal supervision.
- Establish and maintain effective working relationships with coworkers, courts, other agencies and the public.
- Prepare and try criminal cases.
- Be flexible and meet strict deadlines.
- Maintain strict confidentiality in attorney-client relations and of non-public records.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, read, write, hear and speak for extended periods.
- Stand for extended periods on occasion.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.