

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Assistant City Attorney II	CLASS. CODE: 0061
DEPARTMENT:	Legal	FLSA: E
REPORTS TO:	City Attorney	DATE: 7/1/2002

Job Summary:

Provides legal services to the city and associated entities, including giving advice, drafting and reviewing legal documents, and preparing for and participating in trials and appeals of criminal and civil actions and administrative hearings.

Essential Job Functions

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

1. Prepares legal documents including pleadings, motions, legal memoranda and other supporting documents.
2. Conducts complex litigation from filing of case through appeal. Includes analyzing and evaluating cases, reviewing requests for documents, obtaining and providing discovery, preparing witnesses, marshalling evidence, conducting depositions and making presentations during hearings and trials, preparing and arguing motions, arbitration, negotiation, mediation and settlement.
3. Engages in plea negotiations, document offers and discussions. May make sentencing recommendations.
4. Receives and reviews requests for legal advice in assigned areas, conducts legal research, provides legal opinions orally or in writing regarding application and interpretation of the law and represents clients in various tribunals as necessary.
5. Drafts and reviews ordinances, resolutions, contracts and other documents as requested by the city or municipal clients. Recommends changes and additions to existing ordinances and resolutions.
6. Oversees the work of legal assistants and law clerks in their legal and litigation support work. May be responsible for the development of work standards, coordination of work assignments, appraisal of work performance and participation in the selection, leave approval, discipline and termination of subordinate employees.
7. Receives and reviews claims for damages, research information on the claims and refer appropriate claims to the police civil investigation team.
8. Communicates with judges, courts, attorneys and clients in the performance of essential job duties.

Important Job Functions

1. Provides backup as necessary in the absence of other Assistant City Attorneys. Provides backup as necessary in the absence of the City Attorney.
2. Attends meetings and various training seminars and conferences related to assignments.
3. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

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

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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Doctor of Jurisprudence of equivalent from an accredited college or university of law;
and,

Five (5) years of experience in the practice 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
- Admission to federal courts may be required.

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 that are significant or controversial in nature.
- Research, organize, interpret and apply legal principles to legal problems and to participate in solving problems.
- Maintain strict confidentiality in attorney-client relations and of non-public records.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of others.
- Work independently and make decisions with minimal supervision.
- Establish and maintain effective working relationships with coworkers, courts, other agencies and the public.
- Manage time efficiently and prioritize work to meet deadlines.
- 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.