

**City of Salem**  
**CLASS SPECIFICATION**

CLASS. TITLE:	City Attorney	CLASS. CODE: 1003
DEPARTMENT:	Legal	FLSA: E
REPORTS TO:	City Manager	DATE: 7/1/2002

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**Job Summary:**

Provides legal services and oversees recording services to the City of Salem as head of the legal department; also provides legal services to the Marion/Salem Data Center, and the Housing Authority, Urban Renewal Agency and Hospital Facility Authority of the City of Salem.

**Essential Job Functions**

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

1. Oversees trials and appeals of civil, criminal and administrative cases.
2. Provides legal opinions and advice.
3. Prepares and reviews legal documents for own department and all other departments and agencies as stated above.
4. Attends all City Council meetings. Attends or provides staff to attend other meetings as required.
5. Oversees provision of city recorder services including the City Clerk, elections, records and notices.
6. Plans long-range goals, objectives, organizational structure, and overall direction for the department.
7. Performs executive level administration; prepares and presents department's budget, authorizes expenditures, works with outside organizations, and performs miscellaneous administrative duties.
8. Coordinates activities regarding the development and assessment of the department's plans.
9. Develops, communicates, and monitors policies, procedures, and standards for the department; implements improvement when necessary.
10. Manages office, supervises personnel; sets priorities, schedules and assigns and reviews work; gives advice or instruction to staff; prepares formal performance evaluations; holds corrective interviews and takes disciplinary action as needed; interviews and hires candidates for department.
11. Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and reading trade and professional journals and publications.

**Important Job Functions**

1. Collaborates with other government law attorneys and government associations for education, networking and common public purposes.
2. Provides orientation and training on legal issues and procedures.
3. Acts as liaison to a neighborhood association.
4. Attends meetings and various training seminars and conferences as needed or required.
5. Performs other duties as required by City Manager or Assistant City Manager.

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**MATERIAL AND EQUIPMENT USED:**

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

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Doctor of Jurisprudence or equivalent degree from an accredited college of law; and, Ten (10) or more years of experience as an attorney.

**License(s) and Certification(s):**

- Membership in Oregon State Bar required.
- Admission to practice in U.S. District Court for District of Oregon desirable.
- Admission to practice in Ninth Circuit Court of Appeals desirable.

**KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Civil and criminal law.
- Personnel management and supervision.
- Budget and financial management.
- Contemporary office practices and procedures and various office software products.

**Ability to:**

- Communicate effectively orally and in writing to a wide range of individuals.
- Interpret laws, rules, regulations, policies and procedures and provide opinions or advice concerning the same.
- Developing and maintaining effective interpersonal relationships.
- Speak and present effectively in front of large groups.
- Analyze, negotiate, explain, prosecute, defend and settle legal matters that are significant or controversial in nature.
- Work independently and make decisions concerning legal services for the City.
- Plan, develop and carry out programs or services essential to the operation of the City.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Develop and revise policies, procedures and programs and implement the same.
- Establish and maintain effective working relationships with coworkers, other agencies and the public.
- Attend meetings at various locations during business and non-business hours, including evenings, early mornings and weekends.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Maintain required work hours and attendance.

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**Physically able to:**

- Sit, keyboard, read, write, hear and speak for extended periods.
- Stand, bend, kneel, stoop or climb stairs 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.