



CITY OF FORT MORGAN Job Description

JOB TITLE: Assistant City Attorney

FLSA Status: Exempt
Salary Level: 19
Reports To: City Attorney
Prepared By: City Attorney
Approved By: City Attorney

Job Code:
DOT Code:
Department: Appointed
Prepared Date: 11/10/2008
Approved Date: 11/10/2008

Under the direction of the City Attorney, the Assistant City Attorney provides legal services to assist the municipal corporate counsel to the City of Fort Morgan, a Colorado Home Rule Charter City. The Assistant City Attorney is responsible for assisting the City Attorney in completing assignments from the Mayor, City Council and Departments; conduct cases in various courts, wherein the City shall be a party, plaintiff or defendant, or a party in interest; and shall perform such duties as are assigned by the City Attorney. Position is established through City Council by appropriation, and as allowed under the City *Charter*.

ESSENTIAL JOB FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed. The omission of an essential function does not preclude duties not listed herein if such functions are a logical assignment to the position.

- Assume responsibility for assigned services and activities of the assigned by the City Attorney.
- Serve as City Prosecutor on cases filed in Municipal Court.
- Render legal opinions to the various City departments as assigned.
- Prepare criminal and civil cases for trials; investigate claims and complaints against the City; try cases before municipal, state and federal courts.
- Prepare or review drafts and assist in negotiation of proposed agreements; prepare or review ordinances, resolutions, deeds, pleadings, contracts and other legal documents.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Analyze legal issues and recommend course of action to the City Attorney and City Staff.
- Attends and advises boards and commissions at public meetings and public hearings as assigned.
- Assist in the updating and review of City policies and ordinances for all departments assigned.
- Provide legal research as directed by the City Attorney.
- Evaluate public records requests.
- Assists the City Attorney with business matters involving utility enterprises, advises Enterprise Board(s) of Directors concerning utility tariffs.
- Assists City Staff to negotiate and prepare intergovernmental agreements, when assigned.
- Advises the Human Resource Director and City Manager on legal aspects of personnel matters, including discipline and termination of employment, when assigned.

ESSENTIAL COMPETENCIES

Honesty / Integrity

Demonstrates a thorough understanding of, respect for and adherence to the laws, regulations, policies and procedures that provide the basis for correct actions. Demonstrates openness, forthrightness and confidentiality and portrays events exactly as they occurred. Fulfills commitments and accepts responsibility for errant decisions or actions. Maintains a professional posture and ensures objectivity. Avoids accusatory behaviors and initiates an ethical course of action. Respectfully questions policies and issues that may fail to meet high standards. Adheres to all Rules of Professional Conduct mandated by the Colorado Supreme Court.

Listening

Avoids being judgmental or defensive. Demonstrates respect for the opinions of others and identifies differing viewpoints. Gives full attention, letting other finish what they have to say without interruption. Paraphrases or restates to confirm understanding. Relates what was said to the intended results. Confirms understanding, asks clarifying questions and compares differing viewpoints.

Writing

Identifies the purpose of the writing and develops a clear understanding of the intended audience. Gathers supporting information and data and ensures accuracy and reliability of supporting information and data. Organizes materials in a logical sequence and observes rules of usage, composition, and form. Establishes and pursues a clear theme, evaluates writing, ensures that the message is consistent with the theme and is succinct and clear.

Reading

Selects appropriate materials from sufficient sources for the intended purpose. Verifies credibility of the source and identifies relevant details, facts and specifications. Probes to gain comprehensive understanding and applies information gained from reading for intended purpose. Proposes options/solutions based on information and examines validity of information for its intended application. Examines discrepancies between the intended purpose and actual results and develops continuous improvement process.

Speaking

Prepares for success and develops supporting visual aids, documents, graphs, etc. Organizes a logical sequence for presentations and ensures a disciplined focus on the central theme or objective of the communication. Projects self-confidence, uses emotions to enhance the message, and illuminates the message with specific experiences.

Reasoning

Gathers information and verifies the validity and credibility of information. Draws a logical relationship between prior knowledge and the current situation, developing a solution. Takes appropriate action based on a logical conclusion. Uses observations to confirm or disprove solution.

Negotiating

Develops a thorough understanding of all relevant issues and understands intent and objectives of all participants. Determines minimum acceptable position of all parties and develops multiple likely scenarios. Treats all participants with respect, resolves technical issues up front, and isolates areas of contention. Remains open on unsettled issues; develop points of mutual agreement, and builds on points of mutual agreement. Ensures contentious issues are resolved within acceptable tolerances for all participants. Supports and promotes the negotiated outcome, ensures that all loose ends are brought to closure, and ensures agreement is maintained.

Responsibility

Demonstrates commitment beyond a work schedule, engages in the community, and promotes the mission of the department. Pro-actively addresses issues that will contribute to the development of the community and the mission of the department long term. Does not accept just getting the job done, but strives to ensure quality in all aspects. Strives to exceed expectations and follows-through without a need for a nudge from their supervisor. Ensures that continuous improvement occurs even if it is not driven by a bad outcome or response from the community and demonstrates a proactive approach to achieving the objectives of the department

SUPERVISORY RESPONSIBILITIES

Requires an ability to work with support staff in a positive and professional manner.

MINIMUM QUALIFICATIONS

Professional Degree and Licenses

Juris Doctor and licensed to practice law in the State of Colorado. Possession of a valid Colorado driver's license.

Experience

Zero to four years experience, preferably including experience in municipal law, business transactions, municipal government, real estate / business and utility matters.

Language Skills

Courteous and effective communication skills that include the ability to express ideas clearly and concisely, both orally and in writing, in a professional manner.

Reasoning Ability

Ability to compile and analyze facts and prepare appropriate legal responses. Ability to conceptualize and apply federal and state law and regulations to City operations and personnel.

Independence of Action

Must be able to exercise considerable independence of judgment in meeting assigned objectives and implementing office operations and services. Must be able to meet City Council's expectations of being kept informed of the status of pending legal matters and other potentially controversial matters.

Knowledge

Thorough knowledge of legal principles, practices and procedures, particularly in municipal law and pertinent federal, state and county statutes and regulations. Thorough knowledge of City *Charter*, ordinances, statutes and court decisions relating to municipalities. Thorough knowledge of judicial procedures, practices and rules of evidence. Working knowledge in the principles, methods and practice of legal research and drafting, including expertise in preparing legal opinions and drafting ordinances.

Other Skills and Abilities

Ability to exercise considerable initiative and sound judgment; handle legal matters and provide professional legal counsel; communicate effectively, verbally and in writing, to apply legal principles to the known facts and present materials clearly and logically; work well with culturally diverse people; evaluate effectiveness of existing ordinances and policies; work from broad direction with limited supervision; establish and maintain effective working relationships with the public, elected officials, staff, court officials, and other units of local government; organize information and recommendations in a clear and logical format; evaluate resources and personnel needs; identify, analyze, and address problems and trends in a timely, efficient

and equitable manner; organize activities in order complete tasks in accordance with priorities, address multiple demands and meet deadlines; organize tasks and working environment to maximize efficiency, focus attention on tasks which may be complex, routine, or repetitive, without losing concentration or becoming distracted by external activities; adapt to interruptions, equipment failures, unusual demands, or changing priorities; handle confidential information with discretion and professionalism. Ability to coordinate and supervise the work of others. Willingness to work extended hours, including evenings and weekends as necessary to complete assigned tasks.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is required to use hands to finger, handle, or feel and talk. The employee frequently is required to stand, walk, sit and reach with hands and arms. The employee must frequently lift and / or move up to 5 to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to focus.

WORK ENVIRONMENT

Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric current, toxic agents, disease, or pathogenic substances.

Employee Signature

Date