



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Deputy City Attorney (Civil)

Department: Legal	Reports to: City Attorney	Pay Grade: H17
Date Established: 3/2014	Date Revised: 12/2017	FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Deputy City Attorney acts as legal counsel to the City on civil issues and serves as the City's lead negotiator for Police and Fire Collective Bargaining Agreements. The job also represents the City in criminal matters although the primary responsibilities are civil issues. Primary duties include reviewing and writing contracts, providing policy review and advice, advising the police department regarding investigations or other legal matters and attending City Council meetings as needed.

This is a professional attorney position requiring a law degree from an accredited university and membership in good standing in the Idaho State Bar Association. The job requires knowledge of civil and criminal court processes and procedures and experience litigating civil and prosecuting criminal cases in court.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office and courtroom environment. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Acts as legal counsel to the City on civil issues. Represents the City in civil issues, including litigation. Advises and counsels the Mayor's Office and other City departments on legal issues. Drafts and reviews City ordinances. Reviews bid documents for various departments and ensure bid laws are followed. Reviews and writes legal documents, agreements, contracts, ordinances, resolutions, policies and procedures, deeds, waivers, City Council records of decision, bond claims and related documents. Attends City Council meetings, as needed.

Represents the City as lead negotiator on Union Collective Bargaining Agreements and other issues/grievances with the Police and Fire departments. Advises Police Department on investigations, policies, and procedures. Reviews bid documents for City departments, ensuring compliance with laws and ordinances regulating the public bidding process. Assists in the hiring process for City department heads. Supervises the City's records policy including, but not limited to, disclosure and release, retention, and destruction.

Provides direction, including assigning work to, legal assistants.

Represents the City on criminal issues, assisting the Chief Deputy City Attorney/Criminal Prosecutor, including making court appearances, as needed. Prosecutes infractions and misdemeanors including jury trials and appellate work, as needed.

Provides customer service to the public and other City staff and departments. Provides information, answers questions and inquiries in person and by telephone.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Idaho criminal and civil court system and court processes and procedures;
- Legal terminology;
- Idaho criminal, civil, and tort statutes;
- Idaho criminal and civil case law;
- City codes and ordinances;
- City policies and procedures;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Act as legal counsel to the Mayor, City Council and City Staff on civil issues;
- Assist the Chief Deputy City Attorney/Criminal Prosecutor on criminal cases, as needed;
- Advise and counsel the Mayor's Office and other City departments on legal issues;
- Review and write legal documents, agreements, contracts, ordinances, resolutions, policies and procedures, deeds, waivers, City Council records of decision, bond claims and related documents;
- Review bid documents for City departments, ensuring compliance with laws and ordinances regulating the public bidding process;
- Advise Police Department on investigations, policies, and procedures;
- Provide customer service to the public and other City staff and departments. Provide information, answer questions and inquiries in person and by telephone;
- Litigate civil cases in court, including but not limited to, selecting a jury, advocating for the City, presenting opening and closing statements, presenting evidence, examining and cross-examining witnesses, and presenting and opposing motions when appropriate;
- Provide direction, including assigning work to, legal assistants;
- Operate standard office equipment including a personal computer and job-related software applications;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set task priorities;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelors degree and law degree from accredited university is required;
- Membership in good standing in the Idaho State Bar Association is required;
- Three (3) years experience as a practicing attorney required and courtroom experience preferred; or

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets, and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception, and ability to adjust focus, conduct research, and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone, or electronic mail. While performing the duties of this classification, the employee works in an office and courtroom setting where the noise level in the work environment is usually moderate.

Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.