



## CITY OF POCATELLO CLASSIFICATION SPECIFICATION

### Chief Deputy City Attorney (Civil)

Department: Legal	Reports to: City Attorney	Pay Grade H18
Date Established: 3/2014	Date Revised: 8/2017	FLSA Status: Exempt

#### **CLASSIFICATION SUMMARY**

The Chief Deputy City Attorney provides legal services to the City on civil issues and serves as lead counsel to provide legal and policy advice to the Council and Mayor. The job also serves as the City's Risk Manager to manage worker's compensation and review and direct all risk management activities including reviewing and responding to claims, selection of insurance coverage and liability management.

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 provides legal advice to the City Council and Mayor, as well as City Department Heads.

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. Prepares construction contracts and Professional Service Agreements between the City and Engineers and/or Architects. Reviews and writes a variety of legal documents, agreements, contracts, ordinances, resolutions, policies and procedures, deeds, waivers, City Council records of decision and related documents. Attends City Council meetings, as needed.

Serves as the City's Risk Manager. Works with and advises the Human Resources Department on personnel and disciplinary issues, Americans with Disabilities (ADA) issues, and compliance with federal, state, and other applicable statutes and laws. Reviews and directs risk management activities including reviewing and responding to claims, selection of insurance coverage, and other risk transference for liability management. Reviews contracts for risk management provisions, loss control and loss prevention programs, risk retentions, and the analysis and verification of claims. Serves as the City liaison with consultants and attorneys to review general liability, claims, and other insurance programs. Participates in the inspection and review of City operations and facilities for risk management provisions and recommends appropriate corrective actions. Maintains records, documents, and reports related to risk management. Prepares and presents periodic reports, as needed. Reviews and writes legal documents, lease agreements, contracts, memorandums of understanding, ordinances, resolutions, policies and procedures, deeds, waivers, City Council records of decision, development and use agreements, and related documents.

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.

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 City on civil and Risk Management issues;
- 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, development agreements, and related documents;
- Serve as the City Risk Manager including, but not limited to, supervising the City's workers' compensation program, working with and advising the Human Resources Department on personnel and disciplinary issues, Americans with Disabilities (ADA) issues, and compliance with federal, state, and other applicable statutes and laws;
- Represent the City on criminal issues, assisting the Chief Deputy City Attorney/Criminal Prosecutor, including making court appearances, as needed;
- 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;
- 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;
- Provide direction, including assigning work to, legal assistants;
- Operate standard office equipment;
- Operate a personal computer including job-related software applications;
- 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**

- High school diploma or GED; and
- Bachelor's degree and law degree from accredited university is required; and
- Membership in good standing in the Idaho Bar Association is required; and
- Ten (10) years' experience as a practicing attorney with litigation experience required and five (5) years of municipal law 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.