CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Assistant City Attorney I/II** **E-PLAN**
SG:E2-10/12
DEPARTMENT: **Legal** **CS:N**
FLSA:N
EEO4CODE:PR

JOB SUMMARY:

Assists the City Attorney in performance of the legal work of the City. Incumbents are responsible for providing professional legal work involving a variety of municipal legal subjects including civil, administrative and criminal matters. May be assigned responsibility for multiple practice areas, but typically focus on a subset of the essential functions below.

SUPERVISORY RELATIONSHIPS:

Reports to the City Attorney. Works under general guidance and direction in accordance with City policies, procedures, codes, ordinances and various State and federal regulations. May provide technical guidance to subordinate staff and direct the work of legal support staff as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Maintains current knowledge of laws, litigation, regulations, court cases and issues affecting municipal governments. Provides legal counsel and representation in assigned areas of specialty which may include any of the following, municipal law; planning; land use; infrastructure development; environmental law; water rights; water quality; real estate transactions; risk management; employment law; public records; municipal finance; elections; technology law; ethics and conflicts of interest; procurement law; interlocal contracting; public works, general contracting, and public/private partnerships.

2. Performs litigation responsibilities including pretrial practice, investigation, evidence/testimony development, discovery, motions practice, and trials; assumes similar responsibilities as to administrative hearings and arbitrations.

3. Reviews requests for documents under the Public Records Act, ensuring the City responds as required by law and appropriately applies exemptions.

4. Drafts legal documents such as ordinances, resolutions, releases, settlement agreements, real estate documents, and interlocal agreements.

5. Provides legal support, conducts legal research and advises staff and departments on a variety of issues. Represents departments in legal proceedings and before boards and commissions. Requires working with independence consistent with an attorney-client relationship.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, Abilities):

Knowledge of:
- Revised Code of Washington, the Washington Administrative Code, various federal codes and Bellingham City Code.
- Legal research methodology including use of computer-based research tools.
- Municipal government organizational structure, operations, policies, objectives and jurisdiction
- Principles, practices and procedures of civil law including court procedures and rules.
- Thorough knowledge of several areas of law and legal practice including municipal law; technology law; procurement law; employment and benefits law; public records; planning, land use and infrastructure development; real estate; risk management and insurance; tort law; administrative procedure and evidence; civil litigation techniques and procedures; criminal law and procedure; constitutional law; water rights and water quality; environmental cleanup/habitat restoration; elections; municipal finance; ethics and conflict of interest; interlocal contracting, general contracting an public/private partnerships.

Skill in:
- Using computers and related software applications.
- Using office equipment.
- Analyzing problems and advanced decision-making.
- Planning, organizing, and managing projects.
- Prioritizing projects and working under deadlines.
- Writing legal documents, agreements, legislation, and policies.
- Negotiating contracts.
- Attending to details.
- Litigation, including pretrial and motions practice.
- Preparing and presenting trials and administrative hearings.
- Providing legal counsel.
- Researching best practices and trends; and,
- Researching legal issues.
- Advanced communication and interpersonal skills for persuasion, providing legal counsel, conflict management, conveying complex information as applied to interaction with coworkers, supervisors, managers, department directors, the Mayor, City Council. and the general public.
- Strong organizational skills.
- Excellent writing and presentation skills.
- Strong judgment and discretion.

Ability to:

- Work independently in performing essential functions under general policy and strategic guidance.
- Analyze, organize and evaluate case facts, evidence and legal precedent.
- Meet schedules and timelines.
- Appear in court proceedings and in other forums on behalf of, and as the attorney for, the City.
- Ability to build and maintain effective client relationships.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone and fax machine;
  - Frequently communicate accurate information and ideas with others;
  - Travel between worksites may be required.

WORKING ENVIRONMENT:

Work is performed in an office environment with the majority of time spent at a computer workstation. Occasional visits to operating departments in various locations is required. Travel to court, seminars and meetings as needed. Some travel may be required for work related meetings. This is a sedentary position with minimal physical exertion requirements

EXPERIENCE AND TRAINING REQUIREMENTS:

Assistant City Attorney I:

- Admission to the Washington State Bar and a member in good standing throughout duration of employment.
- Some experience in the practice of municipal law or civil discovery and procedure preferred.

Assistant City Attorney II:

- Admission to the Washington State Bar and a member in good standing throughout duration of employment, and
- Two years of professional legal experience as an attorney with a preference for experience in a municipal environment, or
- Two years of experience as Assistant City Attorney I with the City of Bellingham.
- This job description documents the full range of duties for an Assistant City Attorney. Positions will be filled at the appropriate level based on requisite experience and training.

  Incumbents appointed to Assistant City Attorney I are expected to perform the full range of duties operating under the direction and guidance of more senior staff and are intended, over time, to demonstrate the competencies necessary to rise to the Assistant City Attorney II level.

Incumbents appointed to the Assistant City Attorney II level are expected to perform the full range of assigned duties independently under general supervision and guidance after an initial training period.

Incumbents appointed to Assistant City Attorney I may receive a non-competitive promotion to Assistant City Attorney II when they meet minimum experience and training requirements and demonstrate capability, provided adequate work and funding is available.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.
- Incumbents may not engage in the private practice of law while employed.

PREPARED BY: A. Sullivan
4/21

REVIEWED BY:_____
Alan Marriner, City Attorney