



Job Title	Deputy City Attorney	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	10	Job Code	17634

Class Specification – Deputy City Attorney

Summary Statement: The purpose of this position, under the general direction of the City Attorney, directs, supervises, and oversees the five divisions of the City Attorney’s Office that provide legal service to the City, to include: Corporate, Human Resources, Litigation, Utilities, and Prosecution. This position also performs highly responsible legal work relating to City business and operations; leads negotiation of major contract agreements; directs legal counsel for the City in highly significant administrative and judicial matters; and manages the provision of legal services for special projects. Work includes administering the functions of the Department in the absence of the City Attorney. Other duties include managing personnel; participating in policy development; providing work direction to subordinate attorneys and staff; providing advice to the Mayor, City Council, City boards, commissions, and departments; preparing legal opinions and performing legal research; mentoring subordinate attorneys; conducting performance evaluations; providing instruction on office policy; and issues work assignments and performing time approval. Incumbents in the position exercise considerable independent judgment in the performance of assigned duties.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
40%	Support City Attorney. Supports the duties and functions of the City Attorney by collaborating with the City Attorney on highly important matters, performing difficult legal research, analysis, and document preparation; providing legal advice to the Mayor, City Council, City departments, and enterprises; and managing major assigned projects for the City Attorney. Attends meetings with City officials and community members as requested by the City Attorney.
30%	High Level Management of Claims & Litigation. Manages, develops, and directs strategy and provides high level supervision of legal counsel engaged in representing the City or its constituent entities in important litigation and administrative proceedings; reviews, revises, and comments upon pleadings, motions, and briefs; discusses strategies, legal positions, and factual positions with assigned counsel; participates in Civil Action Investigation Committee meetings on behalf of the City Attorney; and approves settlement authority and settlements of claims up to limits approved by City Attorney.



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20%	Supervision of Staff. Supervises division chiefs of the department's five divisions and other subordinate staff by assigning workload and tasks; reviews and revises staff assignments; interacts with and mentors and supports staff; provides direction concerning policy; assists City Attorney with preparation and administration of department budget, including reviewing and monitoring budget items and expenditures; approves payment of invoices for outside counsel and department operating expenses; conducts and approves performance evaluations; conducts and attends staff meetings; and approves time sheets for subordinates.
10%	Direct Provision of Legal Services. Directly provides full range of legal services to the City as may be needed by: legal services of municipal counsel required for bond and financial instruments; responding to inquiries; conducting legal research and rendering legal advice; drafting legal opinions and reviewing documents; preparing responses to court pleadings and motions and appearing in court; acting as legal advisor to various boards; interpreting city code, charter, laws, rules, and regulations; engaging in public presentation; reviewing amendments to City Code; drafting ordinances; and responding to questions from citizens.

Competencies Required:
Human Collaboration Skills: Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.



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Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: J.D. or L.L.B. from an ABA accredited law school. Master’s degree-level of study or appropriate certification such as a Professional Engineer, Law Degree, or Certified Public Accountant.

Experience: Nine years of demonstrated civil litigation and/or employment law experience, and admission to the Colorado Bar as an attorney in good standing.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

District Court of Colorado License	Required
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10 th Circuit Court of Appeals License	Required
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised: Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received: Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.

Fiscal Responsibility: The job title prepares accounting, budget, employment actions, purchasing documents; and does research to justify language used in documents for a unit or division of a department. May recommend budget allocations.



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Physical Demands:
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and online legal research tools (e.g., Westlaw or Lexis)

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original date: July 2014