



<b>Job Title</b>	<b>Assistant City Attorney</b>	<b>FLSA Status</b>	<b>Exempt</b>
<b>Band</b>	<b>PRO</b>	<b>Probationary Period</b>	<b>At-Will</b>
<b>Zone</b>	<b>13</b>	<b>Job Code</b>	<b>19787</b>

**Class Specification – Assistant City Attorney**

**Summary Statement:** This position performs at a minimum all of the functions of a Senior Attorney and additionally, serves as a subject law expert in one or more substantive areas of law; leads inter-Divisional teams of the City Attorney’s Office and other City Departments/Enterprises on matters of substantial importance to the City or its elected officials, often reporting in such cases to the City Attorney or Deputy City Attorney; and mentors and serves as a subject matter resource for other attorneys in the Office. In the absence of a Division Chief, the Assistant City Attorney may be asked to step in and lead a CAO Division on a temporary basis.

Distinguishing Characteristics  
 Positions at this level require prior demonstrated leadership skills and mentoring of other attorneys; demonstrated ability to work independently; demonstrated effective client management skills; excellent interpersonal skills; and experience acting as the lead on inter-Divisional projects of significant importance. Employees in this class also typically have demonstrated a commitment to giving back to the legal profession (i.e., CLE presentations, *amicus* brief practice, and/or other volunteer work related to advancing municipal law and the legal profession).

<b>Essential Functions</b>	Note: Regular and predictable attendance is an essential function in the performance of this job.
<b>Time %</b> (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.
50%	Provide highly skilled legal services in one or more specialized areas of law, to include researching law and relevant factual matters, analyzing legal issues, recommending to the City Attorney a course or courses of action, and preparing written and verbal submissions in appropriate form to officers, officials, or tribunals which may require either objective analysis or persuasive advocacy.
25%	Lead ad hoc teams of attorneys on complex or significant matters handled by the Office, taking personal responsibility for strategic decisions of the team and outcomes.



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25%	Train and mentor other attorneys in the Office in areas of law within the Assistant City Attorney's areas of expertise, to include review and editing of briefs, memoranda, pleadings, and other written work product of the Office involving complex or significant matters; and present to elected and administrative officials.
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<b>Competencies Required:</b>	
Human Collaboration Skills: Professional 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 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.	

<b>Technical Skills Required:</b>	
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.	

<b>Relevant Background and Formal Education:</b> 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.	



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Experience: Nine years practice of law in a specialized area with increasingly responsible roles; demonstrated excellence of work product; comprehensive knowledge of specialized area or areas of law, as demonstrated by prior work history, efforts, transactions, matters and/or cases handled; and admission to the Colorado Bar as an attorney in good standing.

**Education and Experience Equivalency:**  
 This classification is not eligible for education or experience equivalency.

**Certifications and Licenses:** Must possess or be able to acquire the following certifications and/or licenses.  
 Certifications required in accordance with standards established by departmental policy.

**Supervision Exercised:** Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

**Supervision Received:** Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

**Fiscal Responsibility:** This position has no fiscal responsibility.

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

<b>Environmental Conditions</b>	<b>Frequency</b>
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never



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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: January 2018