



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

Class Specification – Assistant City Attorney

Summary Statement: This position performs at a minimum all of the functions of a Senior Attorney and additionally, serve as a subject law expert for the office in one or more substantive areas of law, such as constitutional law, water law or similar specialized areas; lead cross-divisional teams of the City Attorney’s Office in providing services 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; mentor and be 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.	
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%	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, preparing written and verbal submissions in appropriate form to officers, officials or tribunals which may require either objective analysis or persuasive advocacy.
30%	Lead ad hoc teams of attorneys on the most important or complex matters handled by the office, taking personal responsibility for strategic decisions of the team and outcomes.
30%	Training and mentoring 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 highly important matters.



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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.

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.

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



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Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.	
District Court of Colorado License	Required
10 th Circuit Court of Appeals License	Required
Certifications required in accordance with standards established by departmental policy.	

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: This position has no fiscal responsibility.

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.



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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