



Job Title	Associate Attorney	FLSA Status	Exempt
Band	PRO	Probationary Period	At-Will
Zone	4	Job Code	17607

Class Specification – Associate Attorney

Summary Statement:
 The purpose of this position is to provide professional legal services, with supervision, on a variety of assigned legal projects for the City and its elected officials, departments, enterprises, employees, boards, and commissions regarding matters within the scope of the attorney’s assigned division within the City Attorney’s Office

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
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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.
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100%	The legal service work component will vary depending upon the scope of services provided by the division. If within the division’s function, this position advises, advocates, negotiates, and evaluates legal matters on behalf of the City and its elected officials, departments, enterprises, employees, boards, and commissions. Duties may include drafting legal documents, conducting legal research, analyzing facts and laws, directing document collection, reviewing and revising documents prepared by paralegals; appearing in court or in administrative hearings; submitting legal work to supervisor for review; and providing legal support to advisory boards and commissions.
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Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

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.

Experience: This is an entry level position and prior experience is not required in the practice of law related to the area of assignment 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.

Colorado State Bar	Upon hire
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Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised: Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

Supervision Received: Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility: This job title has no budgetary responsibility.

Physical Demands:

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



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

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

Specialized Computer Equipment and Software: Microsoft Office, specific legal software, and on-line legal research tools.

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: September 2015