



Job Title	City Attorney	FLSA Status	Exempt
Band	SMG	Probationary Period	At-Will
Zone	7	Job Code	19790

Class Specification – City Attorney

Summary Statement:

This is the highest level legal position in the City of Colorado Springs. Directs a staff of supervisory, professional, and support personnel engaged in legal matters. Oversees prosecution of civil and criminal cases. Represents the City in federal, state, and municipal courts and before legislative and administrative bodies. Gathers and analyzes evidence in cases and reviews pertinent decisions, policies, regulations, and other legal matters pertaining to cases. Provides legal advice and prepares formal legal opinions for elected officials, City departments, and enterprises.

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.
20%	Management of the operations of the City Attorney's Office.
50%	Supervision and management of the legal affairs of the City, including the provision of legal advice representation of the City of Colorado Springs and its constituent client representatives by the attorneys and support staff in the City Attorney's Office.
30%	Provide direct support and legal advice to the Mayor, City Council, Utilities Board, and other boards, committees, and commissions of the City.

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.



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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: Juris Doctor (J.D.) or Bachelors of Law (L.L.B.) from an ABA accredited law school.

Experience: Ten years of demonstrated civil litigation, municipal law, 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.

Admission to Colorado State Bar	By start date
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised: Requires the occasional direction of volunteers, helpers, assistants, seasonal employees, interns, or temporary employees.

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 job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.



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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: Telephone, fax, copier, calculator, audio/visual equipment, computer, printer, Ipad, Iphone, laptop, scanner, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, West Law, Lexis/Nexis File & Serve, PACER, PeopleSoft, Granicus/Legistar, and Adobe Acrobat Pro.

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: October 2014

Revised: N/A