

CITY OF PULLMAN, WASHINGTON

CLASS SPECIFICATION

CITY ATTORNEY

1105

GENERAL PURPOSE:

Provides professional legal advice and services to the Mayor, City Supervisor, City Council, and city administrative staff.

CLASSIFICATION SUMMARY:

This is professional work in the field of municipal law serving as the city's general counsel. This position is responsible for identifying and researching the nature of legal problems, identifying alternative courses of action which will resolve the problem, and providing counsel to city staff to ensure that unreasonable legal liability risks are not incurred. The incumbent is required to utilize professional legal knowledge and municipal experience in providing workable solutions. The City Attorney is appointed by the Mayor and receives administrative guidance from the City Supervisor and policy guidance from the City Council. As the City's general counsel, the position functions independently in legal matters.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Provides advise and counsel to the City Council, Mayor and City staff on legal aspects of proposed courses of action and present acceptable courses of action for consideration and implementation.

Reviews and researches federal, state, and local laws, ordinances, and court decisions; provides legal advice which includes interpretation and application of statutory law and regulations and state/federal court decisions covering a wide variety of fields of law; provides informal oral opinions; drafts or reviews and comments on legislation, policies, and procedures; drafts innovative interlocal and non-interlocal agreements.

Consults or meets with legal representatives from public, private, and criminal justice agencies to coordinate projects, negotiate terms of agreements or settle disputes.

Directs the preparation or prepares existing legal documents or drafts ordinances, resolutions, leases, notices, agreements, administrative rules and regulations; provides advice on enforcement of rules and regulations; reviews submitted materials for legal sufficiency, content, and workability; writes material in final legal form; discusses strategies with requesting parties and provides advice as needed on code enforcement.

Regularly attends meetings of the City Council and upon request attends meetings of boards, commissions, and committees to provide legal advice.

Works with the City's insurance carrier in processing claims and lawsuits brought against the City.

Actively participates in Superior Court litigation on appeals from decisions of quasi-judicial bodies by preparing pleadings, writing briefs, and conducting arguments before the court.

Attend work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff, the public and the legal community.

OTHER JOB FUNCTIONS:

Trains other staff as needed in the preparation and use of legal documents; Performs other tasks as assigned.

SELECTION FACTORS:

(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:

- Municipal law, state, and federal law, as well as constitutional law affecting city government;
- The methods of legal research to a wide variety of fields of law;
- Judicial procedures and rules of evidence.

Ability to:

- Attend work on a regular and dependable basis;
- Provide sound legal advice and counsel;
- Research and interpret laws and court decisions;
- Prepare, and clearly explain to city staff, a wide variety of legal issues and documents;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Organize, interpret, and apply legal principles and knowledge to complex legal problems when conducting legal research and preparing accurate legal opinions, documents, and courses of action;
- Train city employees to conduct legal research work;
- Prepare and try cases in state or federal courts;
- Assess legal problems and develop workable and innovative solutions to municipal legal problems;
- Express ideas effectively, orally, and in writing;
- Establish and maintain effective working relationships with public and private officials, city personnel, and the public;
- Obtain required continuing legal education credits;
- Physically perform the essential functions of the job;
- Obtain and maintain a valid driver's license and a safe driving record.

MINIMUM QUALIFICATIONS:

(Persons applying for a position of this class should have any combination of the following experience and training.)

Three years of municipal legal experience in a full-service city covering a wide variety of fields of law including labor law, constitutional law, contract law, real property law, civil rights law, criminal law, land-use law, and tort law; graduation from an approved law school and admission to the Washington State Bar Association; or, admission to the Washington State Bar Association.

TOOLS AND EQUIPMENT USED:

Personal computer; telephone, copy machine, fax machine.

WORK ENVIRONMENT:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed mostly in office settings. However, some travel to a variety of locations to perform work and/or attend meetings is required. Physical exertion may be required to lift office supplies. Sufficient powers of observation are required to review legal documents and other written material.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification: Exempt

Adopted: 9/82 Revised: 9/91, 5/94, 6/99, 09/01, 12/01