

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Part-Time Attorney
Department: City Manager
Division: Legal
Date: October 27, 2017

Job Code Number: 150
Grade Number: 16
FLSA Status: Exempt
Location: City Hall

GENERAL PURPOSE

Responsibility and handling of cases received from the City's Code Enforcement division, including representing the City in administrative appeals and Superior Court on Code Enforcement cases; support City Attorney regarding labor negotiations, including research; other municipal legal duties as assigned.

SUPERVISION RECEIVED

Works under the general guidance and direction of the City Manager, with general supervision provided by the City Attorney and Deputy City Attorney.

SUPERVISION EXERCISED

May exercises supervision over support staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Review cases received for prosecution from City's Code Enforcement division for compliance with applicable City and state codes and regulations. Cases may include nuisance violations, development code violations, chronic nuisances, and unfit structures violations.

Provide legal advice to Code Enforcement division on related code enforcement issues.

Locate and contact responsible parties, including property owners and/or tenants, to try to get property in compliance with applicable City Code and state law provisions without litigation if possible. Preparation of compliance agreements with responsible parties.

Work with the Code Enforcement Officer and other necessary City divisions to coordinate abatement of properties that are not brought into compliance, prepare all Code Enforcement administrative and court pleadings in cases which are not amicably resolved, represent the City on all Code Enforcement administrative and court hearings and trials, and maintain a court calendar.

If time allows, assist the City Attorney and Deputy City Attorney on researching and writing legal memoranda regarding potential policy changes, drafting ordinances and resolutions, and occasionally giving presentations to City Council.

Assist department directors to ensure that all laws and ordinances of the City are faithfully performed and enforced.

Support the City Attorney in advising the City Manager and Council regarding various labor relations issues, including research regarding contract negotiation-related topics.

Advise City officials of changes to state or federal laws affecting City operations.

PERIPHERAL DUTIES

Recommend for adoption by the Council such measures as City Attorney may deem necessary or expedient.

Prepare and submit to the Council such reports as may be required by that body or as the City Attorney may deem it advisable to submit.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited law school with a Juris Doctor degree in law, and

B. A minimum of three year previous prosecution or litigation experience preferred. Experience in municipal law highly desirable but not required. Recent law graduates may be considered.

Necessary Knowledge, Skills, and Abilities:

A. Thorough knowledge of civil litigation rules and applicable City and state laws and regulations affecting Code Enforcement activities;

B. Possess experience drafting court pleadings, be attentive to detail, have confidence in presenting oral arguments in the courtroom;

C. Communicate effectively, both verbally and in writing, to establish and maintain effective working relationships with employees, City officials, property owners, tenants, the court system, and the general public.

D. A key value of the City is customer service. This position requires considerable knowledge, ability, and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar, and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional,

courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

A license to practice law in the state of Washington; member in good standing of the Washington State Bar Association; valid Washington State driver's license.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine, iPad, and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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.

Approval: _____
Human Resources Manager

Approval: _____
City Manager

Effective Date: January 1, 2018

Revision History: