

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Deputy City Attorney  
Department: City Manager  
Division: Legal  
Date: May 13, 2003  
Revision: November 29, 2005

Job Code Number: 110  
Grade Number: 19  
FLSA Status: Exempt  
Location: City Hall

### GENERAL PURPOSE

Performs a variety of complex, high level administrative, technical and professional work in drafting and approving legal documents, drafting ordinances and resolutions, conducting civil lawsuits, and advising city officials as to legal rights, obligations, and practices.

### SUPERVISION RECEIVED:

Works under the general guidance and direction of the City Manager, with general supervision provided by the City Attorney (contracted legal firm).

### SUPERVISION EXERCISED

May exercises supervision over paralegals or support staff as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Coordinates and administers the legal division of the city to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides professional legal advice to the city council and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Monitors and manages assigned legal related City service contracts, such as contracts for special legal services, prosecuting attorney, public defender, jail, or probation.

Prepares a variety of studies, reports and related information for decision-making purposes.

Assists department directors to see that all laws and ordinances are faithfully performed and

enforced.

Advises the City Council of legal conditions and current and future trends; issues legal opinions.

Attends all meetings of the Council or administration at which attendance may be required. Approves ordinances, resolutions and contracts as to legal form; provides legal advice as to substance.

Drafts ordinances, resolutions, contracts, agreements, deeds, leases, franchises, etc.; reviews documents prepared by other agencies or parties.

Advises city officials of changes to state or Federal laws affecting city operations.

Gathers evidence in civil cases to formulate defense or to initiate legal action.

Coordinates with prosecuting attorneys as required to prepare and prosecute city cases.

Conducts research, interviews clients, and witnesses and handles other details in preparation for trial.

Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of case. Files brief with court.

Represents client in court, and before quasi-judicial or administrative agencies of government.

Interprets laws, rulings, and regulations for city officials and staff.

Confers with colleagues with specialty in area of law to establish and verify basis for legal proceedings; serves as a liaison between outside legal counsel and city officials on specialized legal issues.

#### **PERIPHERAL DUTIES**

Recommends for adoption by the council such measures as City Attorney may deem necessary or expedient.

Prepares and submits 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:

- A. Graduation from an accredited law school with a Juris Doctor degree in law, and
- B. Three (3) years of experience as a practicing attorney. Experience in municipal law highly desirable but not required.

**Necessary Knowledge, Skills and Abilities:**

- A. Considerable knowledge of state statutes relating to municipal affairs; Considerable knowledge of laws relating to the purchase of goods and services, contracting, labor, employment, land use, environment and traffic; Working knowledge of modern policies and practices of municipal law and public administration;
- B. Skill in preparing briefs and other legal documents; skill in operating the listed tools and equipment;
- C. Ability to prepare and analyze comprehensive legal documents; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, the court system, and the general public; ability to efficiently and effectively administer a municipal legal department.
- 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 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: May 13, 2003

Revision History: