

**ATTORNEY IV
SENIOR ATTORNEY (CONFIDENTIAL)**

NATURE OF WORK: Provides specialized legal services, including advice and representation for major City departments and boards and commissions requiring considerable experience, discretion and independent judgment. Provides City Attorney, Mayor and senior City staff with analysis of complex legal issues, and assists in development of policies and procedures. May act as City Attorney in that person's absence.

SUPERVISION: Works independently subject to direction by City Attorney. May supervise junior attorneys and support staff.

EXAMPLES OF WORK:

Conducts extensive legal research, renders comprehensive oral and written opinions on major substantive, procedural, and administrative issues that affect City government as a whole.

Drafts ordinances, regulations, state legislation and other legal documents having a major impact on City governmental operations.

Drafts, reviews, and assists in the administration of major City contracts and other procurement.

Attends meetings of charter boards and commissions as legal advisor to City officials.

Conducts negotiations on behalf of City administrative staff, City boards and commissions.

Prepares and conducts major litigation before federal, state, and local courts, and administrative agencies and other adjudicative bodies when adverse decisions would have a major financial impact on the City.

Negotiates and recommends settlement of substantial claims filed against the City.

Analyzes changes in state and federal laws and court decisions and provides legal guidance to City departments as to proper method of compliance with new requirements.

Assists City Attorney with budget and office management activities, including development of legal department policies and procedures.

May assist City Attorney in supervision of junior attorneys and support staff. Assists other attorneys in legal matters within their area of expertise.

Works with outside retained legal counsel on litigation and non-litigation matters, coordinates services and serves as a liaison between retained counsel and City staff.

Participates as active member (non-legal role) in various City administrative and management projects.

May be called upon to act as City Attorney in that person's absence.

Performs other related work as required.

REQUIREMENTS OF WORK:

Recommended: Admitted to practice before United States District Court for the Eastern District of Washington and Ninth Circuit Federal Court of Appeals.

Able to express legal concepts in clear and concise language for the City Council, City Manager, City officials and staff and the general public.

Extensive knowledge of municipal law and the practices and procedures of the City government. Extensive expertise in specific areas of the law.

Able to organize and manage own work and supervise junior attorneys, clerical support staff and legal interns.

Able to foster and maintain effective professional relationship with City officials and staff, colleagues and general public.

Good moral character and integrity in matters pertaining to professional responsibilities.

MINIMUM EDUCATION AND EXPERIENCE:

Juris doctor or equivalent degree.

Membership in Washington State Bar Association.

Seven years' experience in practice of law, with four years' experience in municipal law required.