



Administration
Department Human
Resources 38624 SE River
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www.ci.snoqualmie.wa.us

POSITION ANNOUNCEMENT

Assistant City Attorney

Legal Department

Classification: M&P

Salary Range: \$9,230.00-\$10,256.00 Monthly, plus Benefits

Open Until Filled

SUMMARY

A Management/Professional position under the direction of the City Attorney this position performs a variety of complex administrative, technical and legal professional work advising the Mayor, City Council, and city staff as to legal rights and obligations; represents the City before boards, commissions and hearing examiners; conducts, as necessary, civil jury and bench trials; reviews, drafts and negotiates contracts; drafts and/or reviews ordinances and resolutions; assists with management of the legal department and serves as Acting City Attorney in the City Attorney's absence.

The work performed requires the incumbent in this position to apply professional knowledge and expertise as well as established guidelines and alternatives to determine facts, analyze problems, and make decisions without immediate supervisory review. The work requires judgment in selecting the appropriate planning methods and procedures for accomplishing project assignments, and incumbent performs their daily work independently.

ESSENTIAL FUNCTIONS:

- Provides a variety of legal services for various divisions or departments within the City.
- Prepares and/or reviews a variety of legal documents and instruments including ordinances, resolutions, motions, briefs, contracts, deeds, permits, licenses, franchises, liens and other legal documents; ensures documents are in compliance with legal requirements.
- Serves in an advisory capacity to departments and divisions within the city; provides legal counsel and expertise as needed to protect the best interests of the City.
- Researches and prepare opinions on various legal problems for City departments, governing boards or officials; drafts responses to inquiries regarding City legal matters.
- Investigates claims and complaints by or against the City and recommends action to be taken.
- Represents the City in administrative hearings and in municipal, State and federal courts; assists in the prosecution or defense of civil suits and claims brought by or against the City.
- Negotiates contracts and other agreements with private parties, other governmental bodies, and state and county agencies.
- Assures the maintenance of accurate and complete files and records related to litigation, legal opinions and legal advice provided to City officials and staff.
- Performs special projects requiring knowledge of municipal law and related legal issues.
- Exercises sound and ethical judgment in the decision-making processes required of the position.

- Assists the City Attorney in assignment and supervision of work to outside counsel retained by the City in specialized litigation and other matters.
- Participates in negotiating land sales and acquisitions for the City.
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The above duties are not inclusive of all duties and as such, incumbent may perform a variety of other duties as assigned.

EMPLOYMENT STANDARDS:

Education and Experience:

- Graduation with a Juris Doctorate degree from a law school accredited by the American Bar Association.
- Five years of increasingly responsible civil legal professional experience; three years of experience in municipal or related public sector law.

Any combination of related education and experience may be considered that demonstrates the knowledge, skill, and ability to perform the essential duties and responsibilities of this position.

Licensing and Certification:

- Active membership in good standing with the Washington State Bar Association.
- Valid Washington State Driver's License with driving record free of serious or frequent violations.

Knowledge, Skills and Abilities:

Knowledge of:

- Local, state and federal civil laws and regulations, and constitutional law affecting municipalities.
- Legal precedents and court decisions affecting local government.
- Municipal codes, regulations and ordinances.
- Municipal government structure and operations and the relationship between municipalities and other public jurisdictions.
- Methods of legal research and legal brief and staff report writing techniques.
- Case file preparation and documentation.
- Civil and criminal law procedures, rules, terminology and litigation techniques.
- Complex legal record-keeping software techniques and requirements.

Ability to:

- Provide professional legal services to City departments, boards and commissions.
- Provide legal advice, interpretations and expertise on a variety of issues.
- Prepare a variety of legal documents; ensure accuracy and timeliness.
- Represent the City in administrative hearings and State, federal and municipal court proceedings.
- Organize and evaluate case facts, evidence and other documents.
- Read, interpret, apply and explain case law, codes, rules, regulations, policies, and procedures.
- Prepare and make presentations in a persuasive manner to various audiences, including courts, hearing tribunals and lay (non-attorney) audiences.
- Negotiate and build consensus for conflict resolution among client constituents and adversaries.
- Communicate clearly and effectively both orally and in writing including correct usage of English language, grammar, spelling, punctuation and vocabulary.
- Establish and maintain effective working relationships with city staff, city officials, and the public and other agencies; demonstrate interpersonal skills using tact, patience and courtesy.
- Analyze situations accurately and adopt an effective course of action.

- Organize, prioritize and meet schedules and time lines in a fast-paced work environment.
- Effectively utilize computer-based legal research tools and word processing and case management software.
- Work independently with little direction.
- Maintain confidentiality of client sensitive materials and information.
- Maintain active membership in good standing with the Washington State Bar Association.
- Attend night meetings.
- Regular and reliable attendance is an essential function of this position.

PHYSICAL DEMANDS and WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

HOW TO APPLY:

Applicants can apply online at GovJobsToday.com. OPEN UNTIL FILLED.

The City of Snoqualmie is an Equal Opportunity Employer.

SELECTION PROCESS:

Your application packet will be reviewed and those found to be **MOST** qualified will be invited to participate in a job-related hiring interview.

CURRENT BENEFITS:

- 100% paid premiums for medical, dental, orthodontia and vision insurance coverage for employees and dependents
- Deferred compensation investment plan with up to \$200.00 a month match by City of Snoqualmie
- Employee assistance program
- Eight-hour accrual on sick leave per month
- Ten days of vacation per year (increases with longevity)
- Twelve paid holidays per year (includes two floating holidays)
- Membership in Public Employees' Retirement System
- \$50,000 life insurance coverage for employee
- Eligibility for pay for performance after 1 full year of completion of Step C
- Comp time accrued hour for hour with a maximum cap annually