

CITY OF YAKIMA
invites applications for the position of:



Assistant City Attorney I

SALARY: \$34.84 - \$42.39 Hourly
\$6,038.93 - \$7,347.60 Monthly

OPENING DATE: 04/05/19

CLOSING DATE: 05/06/19 04:00 PM

MINIMUM CLASS REQUIREMENTS:

This position is for the Prosecution Division of the Legal Department.

ALL APPLICATIONS MUST INCLUDE:

- ** A COMPLETE ONLINE APPLICATION
- ** **COVER LETTER:** Including your interest & how you meet the requirements
- ** **A RESUME** (This does NOT take the place of your application)
- ** **A Professional Writing sample**
- ** **3 Professional References**

MINIMUM REQUIREMENTS:

Doctor of Jurisprudence from an accredited school of law and a minimum of one (1) year of increasingly responsible professional experience in the field of law. Must be admitted to practice in the State of Washington and be a member in good standing of the Washington State Bar Association. Successful completion of a criminal background investigation is a condition of appointment.

JOB SUMMARY:

Under the direction of the City Attorney, the Assistant City Attorney I represents the City of Yakima in Municipal Court prosecuting criminal cases from inception through appeal, and provide legal services to the City Police Department, City Council and City departments on issues concerning public safety. May also draft ordinances and resolutions, review contracts, and respond to public inquiries.

ESSENTIAL FUNCTIONS:

Any single position in this classification will not usually involve all the duties listed and many positions will involve duties which are not listed.

- Screen criminal complaints, appear at arraignments and other pretrial hearings; conduct necessary interviews and investigations to gather information required for criminal prosecutions; research, study, and interpret laws, court decisions, and other legal precedents required for criminal prosecutions; draft motions, trial and appellate briefs; and represent the City in bench and jury trials, contested hearings, and criminal appeals.
- Advise City Council and City departments on labor and employment law including personnel policies, employee discipline, workers compensation law, accommodation of disabilities and other protected classes; draft or review collective bargaining agreements, personnel ordinances, personnel policies, and civil service rules; represent the City in related negotiations, arbitrations/grievances, and/or litigation.
- Advise City Council and City departments on various aspects of public works construction, including bid and procurement law, construction lien law, and building code law; draft or review related contracts and ordinances; represent the City in corresponding arbitration and/or litigation.
- Advise City Council and City departments on environmental and land use law issues, including annexation, zoning, and environmental assessment/cleanup; draft or review related ordinances; represent the City in corresponding negotiations, hearings, and/or litigation.

Advise City Council and City departments concerning lease, acquisition or transfer of real property interests; review or draft corresponding real property documents, including leases, purchase and sale agreements, easements, right of ways, real estate contracts, and deeds of trust; represent the City in related negotiations and/or litigation.

- Advise City Council and City departments on all aspects of local government budget and finance matters including constraints of state and federal law, state constitution and local charter, assessments for local improvements, rebates and credits for development fees and, charges and taxes; draft or review related ordinances, requests for proposals, and contracts for goods and services; represent the City in corresponding negotiations and/or litigation.
- Advise City Council and City departments on shared services or functions with state and local government entities, including division of assets by annexation, joint public ventures for construction or financing of public works; review or draft corresponding agreements; represent the City in related negotiations, hearings, and/or litigation.
- Advise City Council and City departments regarding utility franchises and public access television station; negotiate franchise agreements; arrange franchise elections; draft or review public access television station policies and procedures, including extensive and complex constitutional issues; represent the City in corresponding litigation.
- Advise City Council and City departments regarding personal injury and property damage claims or litigation brought against the City; investigation and evaluation said claims or litigation; represent the City in corresponding negotiations, arbitration, and/or litigation.
- Attend and provide necessary legal advice at Police Civil Service Commission, Fire Civil Service Commission, Charter Civil Service Commission, Police Pension Board, Firefighter's Pension Board, and other commission/board meetings and hearings; represent said boards or commissions in related litigation.
- Provide legal services to the City's Police Department, including training police officers on and developing departmental policies/procedures concerning criminal records, warrants, charges, arrests, and other police activities.

MAJOR WORKER CHARACTERISTICS:

Knowledge of: Methods and practices of legal research and the sources and availability of materials and information; Preparation and review of complex legal documents and instruments involving substantial impact on City operations; Legal procedures used before a variety of courts, boards, commissions, and administrative agencies; Principles and practices of civil and criminal law; Constitutional provisions, local ordinances, and operations; Municipal government structure, operations, and jurisdiction; Case preparation and litigation techniques; Organization and analysis of case facts and legal precedents; Modern office practices, procedures, and equipment; Oral and written communications skills; Correct English usage, grammar, spelling, punctuation, and vocabulary; Interpersonal skills using tact, patience, and courtesy; Technical aspects of field and specialty; City organization, operations, policies, and objectives; Negotiation/mediation skills and techniques.

Ability to: Participate in difficult deliberative proceedings and render effective legal counsel; Provide professional legal services to a specialized area of City government; Prepare comprehensive legal opinions; Perform complex legal research utilizing appropriate sources and materials; Draft and review legal documents and instruments of major impact on City operations; Represent the City in administrative hearings and state, federal, and municipal court proceedings; Organize and evaluate case facts, evidence, and other documentation; Analyze and interpret case law and legal precedents; Prepare, draft, and review a variety of legal documents and instruments; Communicate effectively both orally and in writing; Read, interpret, apply, and explain codes, rules, regulations, policies, and procedures; Establish and maintain cooperative and effective working relationships with others; Analyze situations accurately and adopt an effective course of action; Meet schedules and time lines; Work independently with little direction.

This classification is distinguished from the Assistant City Attorney II classification in that the higher classification exercises considerable discretion and has more expertise and independent authority than the Assistant City Attorney I.

Supervision Received:

This classification works with a significant level of independence commensurate with experience and receives some supervision from the City Attorney and/or the City Prosecutor.

Supervision Exercised:

Supervision is not a normal responsibility of this classification, however, incumbents may assign day-to-day work to support staff.

PHYSICAL DEMANDS:

Work is performed primarily in an office environment under pressure and requires the ability to quickly adjust to priorities and demands. Vision abilities required by this job include close vision and the ability to adjust focus. The employee may be required to push, pull, lift, and/or carry up to 20 pounds. The noise level in the work environment is usually moderately quiet.

UNUSUAL WORKING CONDITIONS:

Frequent contact with the public who may be angry or upset. Occasional extension of work day to meet deadlines.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.yakimawa.gov>

Position #19-00028
ASSISTANT CITY ATTORNEY I
GP

129 N. 2nd Street
Yakima, WA 98901
(509) 575-6090

jobs@ci.yakima.wa.us

Assistant City Attorney I Supplemental Questionnaire

- * 1. Have you attached a RESUME and COVER LETTER documenting your qualifications and specifically how you meet the requirements of the position? (Please keep in mind your resume does NOT replace the required information on your application)
 - Yes
 - No
- * 2. Have you attached a professional writing sample?
 - Yes
 - No
- * 3. Do you possess a Doctor of Jurisprudence or equivalent from a recognized school of law?
 - Yes
 - No
- * 4. How many years of increasingly responsible professional experience in the field of law do you possess?
 - None
 - Less than 1 year
 - At least 1 year and less than 5 years
 - At least 5 years and less than 10 years
 - At least 10 years
- * 5. Are you a member in good standing of the Washington State Bar Association?
 - Yes
 - No
- * 6. Are you Bilingual/Biliterate English/Spanish?
 - Yes
 - No
- * 7. Please describe particular skills, experience or training which you believe BEST qualifies you for this position.

* Required Question