



Assistant City Attorney

Class Code:
ACA

Bargaining Unit: Non-Represented

CITY OF SEATAC
Established Date: Jul 1, 2001
Revision Date: May 15, 2017

SALARY RANGE

\$7,769.00 - \$9,945.00 Monthly

BASIC FUNCTION:

Under the direction of the City Attorney, provide legal counsel to the City Council, City Manager, City departments, and City committees and commissions concerning all facets of municipal law.; represent the City in legal actions and proceedings at various court levels and tribunals in criminal and civil litigation, administrative hearings, negotiations and other proceedings;

REPRESENTATIVE DUTIES:

1. Provide counsel and comprehensive legal services to the City Council, City Manager and City departments, committees and commissions; participate in decisions related to general City policies and operations; provide legal advice in both oral and written form to guide City decisions and activities; provide advice, counsel and representation to protect the City's interests and minimize risk. **E**
2. Perform legal research and provide written and oral opinions regarding all facets of municipal law, including, but not limited to, contracting, finance, zoning and land use, permitting, public works, public records, risk management, human resources, real estate, interlocal agreements, code and law compliance; research and draft memos of legal opinion as requested; draft ordinances, resolutions and agenda bills for action by the City Council. **E**
3. Draft and review letters, contracts, policies, interlocal agreements, deeds, leases, permits, franchises and other legal documents involving City operations; assure documents reflect the City's intent and interests, limit's the City's liability, and comply with applicable laws, policies and programs. **E**
4. Attend regular and special council sessions in the absence of the City Attorney; participate in meetings and conferences with other cities, boards, commissions, committees, administrative officers and personnel to give legal advice as required. **E**
5. Research and draft memos of legal opinion as requested; draft ordinances, resolutions and agenda bills for action by the Ciy Council.
6. Represent the City in legal actions and proceedings at various court levels and tribunals in civil and criminal litigation and in administrative hearings; prepare and attend in court proceedings; assist City Attorney in negotiating settlement of claims or law suits. **E**
7. Assist the Prosecuting Attorney(s) in the prosecution of criminal violations and infractions before the Municipal Court, the Superior Court, and the Courts of Record, as

needed. **E**

8. Advise police on new cases and procedures; communicate with law enforcement and the court system. **E**

9. Respond to public inquiries regarding municipal legal requirements, public records, and consumer complaints;

10. Advise risk management in evaluating claims filed against the City; make appropriate recommendations regarding defense, settlement and legal strategies.

11. Assist with monitoring cases handled by outside counsel. This includes, but is not limited to, reviewing and editing written materials and court filings; preparing exhibits and other documents; responding to discovery demands; providing guidance and direction regarding the manner in which litigation should proceed.

12. Serve as designated essential personnel during any emergency management response scenario.

13. Perform related duties as assigned.

11. Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Federal, State and local laws and regulations affecting municipalities.
- Legal research, methodology, preparation and review of legal documents and instruments involving significant impact on City operations.
- Rules of evidence.
- Municipal government structure, operation and jurisdiction.
- Principles, practices and procedures of civil and criminal law.
- Interpersonal skills using tact, patience and courtesy.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Complex legal record keeping techniques and requirements.
- Principles and practices of supervision and training.
- Risk management principles, including indemnification and insurance.

SKILL IN:

- Case preparation and litigation techniques.
 - Organization and analysis of case facts and legal precedents.
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- Research methods and report writing techniques.
 - Public speaking techniques.

ABILITY TO:

- Provide legal counsel and expertise to City Manager, City Council, departments and commissions.
- Prepare, review and render legal opinions concerning municipal law, contracts, codes, ordinances, resolutions, local agreements, deeds, leases, permits and other legal documents and instruments.
- Represent the City in a variety of hearings, conferences, litigation, negotiations and other legal proceedings.

- Perform comprehensive legal research on matters involving significant impact on City operations.
- Provide legal advice, interpretation and expertise concerning land use, condemnation and environmental issues.
- Establish and maintain collaborative and effective working relationships with elected officials, City staff, committees and commissions and the general public.
- Train, supervise and evaluate personnel.
- Analyze, evaluate and organize case facts, evidence and precedents.
- Prepare and deliver effective oral presentations and arguments.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Communicate complex legal issues orally and in writing to a variety of audiences in a clear, comprehensive, effective and professional manner.
- 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.

REQUIRED EDUCATION AND EXPERIENCE:

- Any combination equivalent to: Law degree with admission to practice law in the State of Washington and 3 years comprehensive municipal experience in criminal and civil matters, land use, transportation and general municipal law.

LICENSES AND OTHER REQUIREMENTS:

- Member of the Washington State Bar Association.
- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment, subject to court appearances and driving a vehicle to conduct work.

PHYSICAL ABILITIES:

- Sitting for extended periods of time; seeing to read case materials and legal statutes

HAZARDS:

- Contact with dissatisfied or abusive individuals.