



Career Service Authority  
Assistant City Attorney - Entry

Page 1 of 4

**GENERAL STATEMENT OF CLASS DUTIES**

Provides entry-level legal counsel to City officials and employees and legal representation in municipal and district/appellate courts.

**DISTINGUISHING CHARACTERISTICS**

This is the first class of a three level progressive class series. The Assistant City Attorney-Entry is distinguished from the Assistant City Attorney-Associate which provides standard/intermediate level legal counsel to City officials and employees and legal representation in the prosecution and defense of legal cases before administrative agencies and municipal, district and appellate courts. This class is also distinguished from the Assistant City Attorney-Senior which provides full performance level legal counsel to City officials and employees and representation in the prosecution and defense of legal cases before administrative agencies and trial and appellate courts.

***Guidelines, Difficulty and Decision Making Level:***

Guidelines are generally numerous, well established, and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

***Level of Supervision Received and Quality Review:***

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

***Interpersonal Communications and Purpose:***

Contacts with the public or employees where factual information relative to the organization or its functions are received, relayed, or a service rendered according to established procedures or instructions.

***Level of Supervision Exercised:***

No supervisory duties.

**ESSENTIAL DUTIES**

Prepares routine legal cases and represents the City in those proceedings.

Provides City agencies with legal advice, including rules of evidence and rules of procedure.

Performs routine legal research and assists with research of more complex legal problems, under the supervision of a higher level attorney.

Assists with representation of City agencies concerning administrative remedies and initiatives and interpreting policy, ordinances and charter requirements.

Assists attorneys working in specialized areas with research and related activities.

Assists in drafting memoranda, motions, briefs and pleadings.

---

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

---

**MINIMUM QUALIFICATIONS**

***Competencies, Knowledge, & Skills:***

**Legal, Government and Jurisprudence** – Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organization and functions, and the democratic political process.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organizations displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others, is trustworthy.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information, analyzes information and makes correct inferences or draws accurate conclusions.

**Learning** – Uses efficient learning techniques to acquire and apply new knowledge and skills, uses training, feedback, or other opportunities for self learning and development.

**Problem Solving** – Identifies problems, determines accuracy and relevance information, uses sound judgment to generate and evaluate alternatives, and to make recommendations.

**Decision Making** – Makes sound, well informed, and objective decisions, perceives the impact and implications of decisions, commits to action, even in uncertain situations, to accomplish organizational goals, causes change.

**Self Management** – Sets well defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

**Attention to Detail** – Is thorough when performing work and conscientious about attending to detail.

**Interpersonal Skills** – Shows understanding, courtesy, tact, empathy, concern, develops and maintains relationships, may deal with people who are difficult, hostile, distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, works with others to achieve goals.

**Self Esteem** – Believes in own self worth, maintains a positive view of self and displays a professional image.

**Creative Thinking** – Uses imagination to develop new insights into situations and applies innovative solutions to problems, designs new methods where established methods and procedures are inapplicable or are unavailable.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on the job experience to perform one's job, works with, understands, and evaluates technical information related to the job, advises other on technical issues.

**Reading** – Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** – Recognizes or uses correct English grammar, punctuations and spelling, communicates information in a succinct and organized manner, produces written information which may include technical material that is appropriate for the intended audience.

### ***Physical Demands:***

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Hearing: perceiving the nature of sounds by the ear.

### ***Working Environment:***

Pressure due to multiple calls and inquiries

Subject to many interruptions

Subject to long, irregular hours

***Education Requirement:***

Graduation from a college of law with attainment of a J.D. or a LL.B Degree.

***Experience Requirement:***

None.

***Education/Experience Equivalency:***

N/A.

***Licensure and/or Certification:***

Possession of a license to practice law in Colorado from the Colorado Supreme Court at the time of application.

**CLASS DETAIL**

***FLSA CODE:*** Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Don Braden

***REVISED DATE:*** 02/08/2009

***REVISED BY:*** Hameed Pousti

***CLASS HISTORY:*** 09/1995 - Class was originally created.  
02/2009 – Class specification was placed in to new format.