



## Office of Human Resources

### Assistant City Attorney Entry – CL0356

#### General Statement of Duties

Provides entry-level legal representation in the prosecution and defense of legal cases in municipal, district and 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 & 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 Communication & 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

None

#### 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.

## Competencies

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

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

**Oral Communication** – Expresses information to individuals or groups effectively taking into account the audience and nature of the information, makes clear and convincing oral presentation, listens to other, and attends to nonverbal cues.

**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.

**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.

**Influencing/Negotiating** – Persuades others to accept recommendations, cooperates or change their behavior, works with others towards an agreement, negotiates to find mutually acceptable solutions.

**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.

## Knowledge & Skills

Skill in independently adapting, interpreting and applying written guidelines, precedents and standardized work practices to a variety of unprecedented or problematic situations.

Skill in establishing and maintaining effective working relationships with employees, various representatives of public or private entities, policy making bodies, and the public.

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.

Knowledge of effective case management principles sufficient to be able to prepare cases for litigation.

Knowledge of analysis and research techniques sufficient to be able to gather information, secure and analyze desired information, and formulate logical recommendations.

**Education Requirement**

Doctor of Jurisprudence Degree or Bachelor of Laws Degree.

**Experience Requirement**

None

**Education & Experience Equivalency**

No substitution of experience for education is permitted.

**Licensure & Certification**

Possession of a license to practice law in Colorado from the Colorado Supreme Court at the time of application or possession of license from U.S. states that have a reciprocity agreement with the state of Colorado, excluding the following states: California, Delaware, Florida, Louisiana, Maryland, Nevada, Rhode Island, and South Carolina. The preceding list of non-reciprocal admission jurisdictions is intended to be used only as a guide, as rules and regulations of every jurisdiction are subject to change at any time. Positions with the Denver City Attorney's Office are dependent upon the rules and regulations in place at the time of application and subsequent hiring.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls and inquiries.  
Subject to many interruptions.  
Subject to long, irregular hours.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

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.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check  
Education Check  
Licensure/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: L-813**

**FLSA Code: Y**

**Management Level: 10**

**Established Date: 9/21/2018**

**Established By: Lori Schumann**

**Revised Date:**

**Revised By:**

**Class History:**