General Statement of Duties

Provides full performance legal counsel to city officials and employees and legal representation in the prosecution and defense of legal cases before administrative agencies, and trial and appellate courts.

Distinguishing Characteristics

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

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally in the form of stated objectives only with issues and factors largely undefined requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy, and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories, and concrete factors to be evaluated and weighed requiring a high degree of analytical ability, independent judgment, and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied, and simultaneous coordination of several functions, programs, or projects in various stages of completion.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where explanatory or interpretive information is exchanged, defended, and gathered and discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Prepares administrative hearings and complex cases for trial, such as those at the Career Service Authority and the federal district court, develops motions and civil discovery documents, and represents the City in those proceedings as well as corresponding appellate briefing and argument.

Negotiates and prepares contracts, ordinances, leases, deeds and licenses, and other legal documents.

Drafts and prepares memoranda, motions, beliefs and pleadings to be filed in judicial or quasi-judicial proceedings.
Conducts or provides feedback with legal research.

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

Assists subordinate attorneys with legal counseling activities, issues and procedures.

Assists in developing performance evaluation programs, providing ongoing feedback regarding levels of performance, and assists in the formal evaluation of subordinate attorneys.

By position, provides City officers and employees with counsel and advice and formal legal opinions on complex matters, in specialized legal areas.

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 form 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**

Three (3) years of experience as an attorney at law.

**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
Employment Verification
Licensure/Certification Verification
<table>
<thead>
<tr>
<th><strong>Assessment Requirement</strong></th>
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<tbody>
<tr>
<td>None</td>
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<table>
<thead>
<tr>
<th><strong>Probation Period</strong></th>
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<tbody>
<tr>
<td>Six (6) months.</td>
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<thead>
<tr>
<th><strong>Class Detail</strong></th>
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<tbody>
<tr>
<td>Pay Grade: L-820</td>
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<tr>
<td>FLSA Code: Y</td>
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<tr>
<td>Management Level: 10</td>
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<tr>
<td>Established Date: 9/21/2018</td>
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<tr>
<td>Established By: Lori Schumann</td>
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<td>Revised Date:</td>
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<tr>
<td>Revised By:</td>
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<td>Class History:</td>
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