General Statement of Duties

Provides specialized, professional legal counsel to city officials and employees and representation in a legal specialty field requiring comprehensive knowledge and expertise. Provides legal counsel and representation on special projects with city-wide implications in the same legal specialty field, as assigned by the City Attorney and Deputy City Attorney.

Distinguishing Characteristics

The Assistant City Attorney-Specialist is distinguished from the Assistant City Attorney-Senior which provides full performance legal counsel to City officials and employees and representation in the prosecution/defense of legal cases before administrative agencies, and trial/appellate courts. This class is also distinguished from the Assistant City Attorney-Section Supervisor which supervises and directs the activities of a section within the City Attorney’s Office. Provides legal counsel and representation to City officers and employees.

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 administrative supervision, the employee has personal accountability for carrying out an assigned function, program, or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy, and conformance to policy.

Interpersonal Communication & Purpose

Contacts are of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

Level of Supervision Exercised

By position, performs lead work.

Essential Duties

Provides legal counsel and representation on special projects in a legal specialty field with citywide implications assigned by the City Attorney or Deputy City Attorney.

Prepares, in a lead capacity, complex cases such as cases at the federal district court in a legal specialty field for hearing, trial, appellate briefing and argument, and represents the City at the proceedings.
Provides City officials and employees with counsel and advice, and legal opinions on complex matters in a legal specialty field.

Negotiates and prepares non-standard contacts and other legal documents, such as ordinances, leases, deeds, licenses, and municipal financing instruments in a legal specialty field.

Provides training, guidance and assistance to subordinate attorneys and assists attorneys with litigation, research and related activities in a legal specialty field.

Conducts or assists with legal research in a legal specialty field.

Prepares memoranda, motions, briefs and pleadings to be filed in judicial or quasi judicial proceedings in a legal specialty field.

Performs other duties as assigned or requested.

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 pubic 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**

Ten (10) years of experience at the type/level of Assistant City Attorney.

**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.

City and County of Denver
## Background Check Requirement

- Criminal Check
- Education Check
- Employment Verification
- Licensure/Certification

## Assessment Requirement

None

## Probation Period

Six (6) months.

## Class Detail

- Pay Grade: L-821
- FLSA Code: Y
- Management Level: 8
- Established Date: 9/21/2018
- Established By: Lori Schumann
- Revised Date: 5/14/19
- Revised By: Ryland Feno
- Class History: Revised Management Level from 10 to 8.