



Office of Human Resources  
Assistant City Attorney Division Director - CL1742  
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### General Statement of Duties

Manages and directs the operations of a division within the city Attorney's Office. Provides legal counsel and representation to City officers and employees on highly complex issues.

### Distinguishing Characteristics

This class is an operational manager responsible for directing and managing an operational and/or functional area(s) by developing objectives and strategies and managing plans, programs, and projects as well as implementing an organization's vision, goals and objectives by translating them into outcomes. This class typically has responsibility for two or more subordinate supervisors. This class is distinguished from the Assistant City Attorney – Section Supervisor classification which has predominately internal focus and day-to-day, direct supervisory responsibility for attorneys and other staff assigned to a section of the City Attorney's office. It is also distinguished from the Deputy City Attorney class which manages and directs multiple divisions within the City Attorney's Office and has both operational and strategic duties and responsibilities.

### Essential Duties

Communicates, supports, and integrates the organization's strategic plan into the division by identifying the methods for achieving the established priorities, goals, and objectives and ensuring that they are achieved.

Researches financial impacts, consequences of proposed projects, programs, and actions and provides justification to higher level management for the development and implementation of the division's budget. Develops and incorporates approved innovations or changes to create fiscal efficiencies and recognize cost savings. Recommends and controls budgetary expenditures and allocation of resources for the division.

Delegates responsibility and authority to subordinate supervisors and staff.

Implements and interprets policies and procedures developed by higher level managers for the assigned division and recommends establishment or modification of policies and procedures. Provides guidance and interpretation to staff regarding application of organizational policies, priorities, standards, functional and legal matters.

Develops, recommends, and implements staff training and development programs which provide opportunities for individual employee growth, continuity of work flow during employee absences, and long range development of employees.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Identifies causes and solutions to resolve operational and procedural problems that are consistent with organizational directives and addresses other concerns as directed or necessary. Participates in complex transactional matters.

Interviews and selects staff reporting directly to this position and may assist with other interviews.

Authorizes response to employee grievances and disciplinary actions for the division and contributes to the establishment of organizational policy regarding discipline and other operational matters.

Reviews attorney work product on a case-by-case basis to ensure sound legal advice and accurate/sufficient documentation. Ensures compliance by legal staff with Code of Professional Responsibility.

Litigates or participates in major complex cases.

Performs other related 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**

**Persuading and Political Influence** - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Deciding and Initiating Action** - Takes responsibility for actions, projects and people; makes quick, clear decisions why may include tough choices, after considering risks.

**Thinking Strategically** - Thinks strategically and promotes best practices and leading-edge ideas.

**Financial Management** - Plans, administers, allocates, negotiates, and monitors revenue and/or expenditures to ensure cost-effective management of programs, projects and policies for functional and/or operational area(s).

### **Knowledge & Skills**

**Technical Competence** - Is knowledgeable about the subject matter, procedures, requirements, regulations and policies related to area of responsibility. Provides expert advice to staff, higher-level managers, peers, program and administrative staff of other organizations, internal customers, a limit functional and/or operational area(s), program(s) or segment thereof or limited population within the City and County.

### **Level of Supervision Exercised**

Supervises two or more supervisors at least one of which is supervising attorneys.

### **Education Requirement**

Doctor of Jurisprudence Degree or Bachelor of Laws Degree.

### **Experience Requirement**

Two (2) years of experience supervising attorneys which must have included responsibility for operation and staff functions.

### **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.):

Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Hearing: Perceiving and comprehending the nature and direction of sounds.  
Lifting: Moving objects weighing no more than 10 pounds from one level to another.  
Sitting: Remaining in a stationary position.  
Talking: Communicating ideas or exchanging information.  
Walking: Ability to move or traverse from one location to another.

**Background Check Requirement**

Criminal Check  
Education Check  
Employment Verification  
Licensure/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: L-823**

**FLSA Code: Y**

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

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**