

South Jordan City

Job Description

Title:	Staff Attorney PT	Effective Date:	2/1/16
Org:	100160	FLSA:	Exempt/Professional
Pay Grade:	20	Workers Comp:	Municipal

GENERAL PURPOSE

Perform responsible and complex legal work in the Office of General Counsel. Work independently and apply professional judgment and skill. Perform work in accordance with general polices and will be reviewed by supervisor.

SUPERVISOR

City Attorney

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Represent City in civil proceedings in all federal and state courts and before administrative agencies.

Represent City in criminal proceedings in all municipal and state courts.

Prepare ordinances, resolutions, contracts, leases, and memoranda for study and consideration by City officials.

Prepare and review legal opinions and advise City officials, department heads, and employees on legal questions.

Represent Mayor and City Council, department heads, and other employees as assigned.

Provide legal counsel to and legal work for all city departments as assigned.

Attend daytime and evening meetings of the City Council, Planning Commission, boards, commissions, and other organizations where assigned.

Subject to unusual business hours, such as after hours and weekends as needed, depending upon assigned meetings and work load demands.

Perform other duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from a recognized college of law with a J.D. or L.L.B. degree.

AND

B. Minimum of one (1-3) years of full-time paid employment in the practice of state and local government law, including litigation and transactional experience

OR

C. Graduation from a recognized college of law with a J.D. or L.L.B. degree.

AND

D. Additional experience that in the opinion of the City would meet the needs of this position.

2. Special Qualifications:

Utah State Bar membership

Admitted to practice before State and Federal Courts.

Valid Utah Class D driver license

3. Knowledge, Skills, and Abilities:

Ability to operate personal computer and Microsoft products.

Ability to establish and maintain effective working relations with court officials, other employees, and the public.

Ability to analyze, appraise, and organizes facts, evidence, and precedents, and effectively present such material orally and in writing.

Knowledge of principles of civil law, judicial procedures, and rules of evidence.

Capacity to research effectively and to acquire and retain familiarity with sophisticated and rapidly changing principals of law and apply principals to complex factual situations. Capacities to organize, analyze, and retain familiarity with large numbers of complex court cases. Capacity to glean and rapidly assimilate facts; respond impromptu, examine witnesses effectively, argue persuasively, all under often hostile and stressful circumstances.

Capacity to concentrate and function effectively and usually independently under heavy workload demands in matters of serious consequence or involving the welfare of lives and property.

Ability to negotiate claims against the City effectively.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities and common eye, hand, and finger dexterity, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and guided problem solving. Periodic travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Part Time General Pay Plan	EEO-4 Class:	Prof
Location:	Legal	EEOP Class:	Prof
Group/BU:	Part Time General Pay Plan	Tech-Net Match:	1004