

South Jordan City

Job Description

Title: Assistant City Attorney
Org: 100160
Pay Grade: 27

Effective Date: 10/1/2021
FLSA: Exempt/Professional
Workers Comp: Clerical

GENERAL PURPOSE

Under the general supervision of the City Attorney perform professional and complex legal work for the City and represent City officials and departments exercising a high degree of professional judgment and skill. Advise and assist in the management and administration of the office of the City Attorney and perform any and all functions of the City Attorney in her/his absence.

SUPERVISOR

City Attorney

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Perform all work in a manner consistent with the South Jordan City Mission Statement, Strategic Priorities, and Service Values.

Formulate, develop, and carry out all work within applicable City policies and applicable law.

Job attendance is required, except for authorized leave.

Perform complex civil and criminal law functions for the City including legal research and analysis of legal positions.

Identify and apply complex legal principles and precedents to specialized problems and issues.

Represent, advise and consult with, the Mayor, City Council, City Manager, department heads, City employees, City commissions, boards, and committees as assigned.

Represent the City in civil and criminal proceedings in all federal and state courts and before administrative agencies, including preparing pleadings, briefs, oral arguments, trial and settlement negotiations.

Prepare and review legal documents including ordinances, resolutions, contracts, leases, memoranda, advisory opinions, complaints, informations, warrants and subpoenas.

Attend daytime and evening meetings of the City Council and other City commissions and boards.

Meaningfully engage with City Teams and Team members in the coordination and performance of all work activities.

Advise and assist in the general management and supervision of staff in the Office of the City Attorney.

Act as the City Attorney in the absence of the City Attorney when assigned.

Meet performance standards established with the City Attorney.

All or a majority of the essential job duties may be performed from a remote location.

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 three (3) years of full-time paid professional experience as a practicing attorney, preferably in the area of municipal law, including litigation experience.

2. Special Qualifications:

Utah State Bar membership

Admitted to practice before State and Federal Courts.

Municipal law experience preferred.

Valid Utah Class D driver license

3. Knowledge, Skills, and Abilities:

Knowledge of laws affecting municipalities, municipal employees, ethical principles; municipal organizations, function and authority of various City departments.

Ability to: use discretion and independent judgment; research and resolve complex legal issues in sophisticated and rapidly changing principles of law; apply legal principles to complex factual situations; draft contracts, ordinances, resolutions and other documents as needed for the Governing Body and City staff; take requests by departments and translate requests into legal terminology with sufficient clarity to withstand court challenges; assign risks for negligence and failure to perform contract duties where damage risk ranges from a few hundred dollars to hundreds of thousands and more and where serious injury could result from a party's negligence; make recommendations in matters of serious financial or practical consequence or involving the welfare of lives and property; negotiate and mediate effectively; supervise staff as needed; maintain professional confidences; constructively and creatively solve problems and resolve disputes; and represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

Ability to operate personal computer and Microsoft products.

Communication skills: ability to effectively counsel, persuade, and inform others regarding city operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively, and argue persuasively, often under hostile and stressful circumstances; relate positively and professionally with legal counsel, judicial, administrative, and legislative officials, press representatives, co-workers, and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees; make frequent contacts with executives on matters requiring explanations and discussions and daily contact with other City staff requiring tact and judgment to avoid friction; develop effective working relationships with court officials, employees, and with/at other local, state and federal government, quasi-government, and private organizations and where requested by the Mayor and City Council, represent the City with such groups.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking, and creative problem solving in stressful situations. 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:	Clerical Exempt	EEO-4 Class:	Prof
Location:	Legal	EEOP Class:	Prof
Group/BU:	General Pay Plan	Tech-Net Match:	1015