



CITY OF *Salem*  
AT YOUR SERVICE

Oregon

## DEPUTY CITY ATTORNEY CIVIL LITIGATION

# \$104,291 - \$140,171

*Plus Excellent Benefits*

*Apply by*

**March 31, 2019**

*(First Review, Open Until Filled)*

***P*ROTHMAN**



## WHY APPLY?



Salem is one of the most beautiful and livable areas of the Pacific Northwest. Located in the lush Willamette River valley in central Oregon, Salem is just an hour away from the Cascade mountains to

the east and the ocean beaches to the west. Salem offers year-round outdoor recreation, sports, music, theater, and arts, and is supported by a diverse economy, including agriculture, education, manufacturing, technology, recreation, and tourism.

Salem offers the right law professional a challenging and rewarding career opportunity in an amazingly beautiful place to live!

## THE COMMUNITY

Salem is Oregon's capital city, located in the mid-Willamette Valley. Salem covers over 49 square miles and is home to over 170,000 residents. The Salem/Keizer metropolitan area has a population of over 400,000. Salem is the employment and retail center for surrounding communities in Marion and Polk Counties. Large employers include state and county government, Salem Hospital, Willamette University, and Salem-Keizer School District. Major industries include value-added agriculture, food processing, high-tech manufacturing, and light manufacturing.

Salem provides a great environment for families, with affordable housing, an excellent transportation system, health care services, and an award-winning K-12 school system. Over 13 public or private universities and colleges are located within a 70-mile radius, providing opportunities for both undergraduate and graduate degrees.

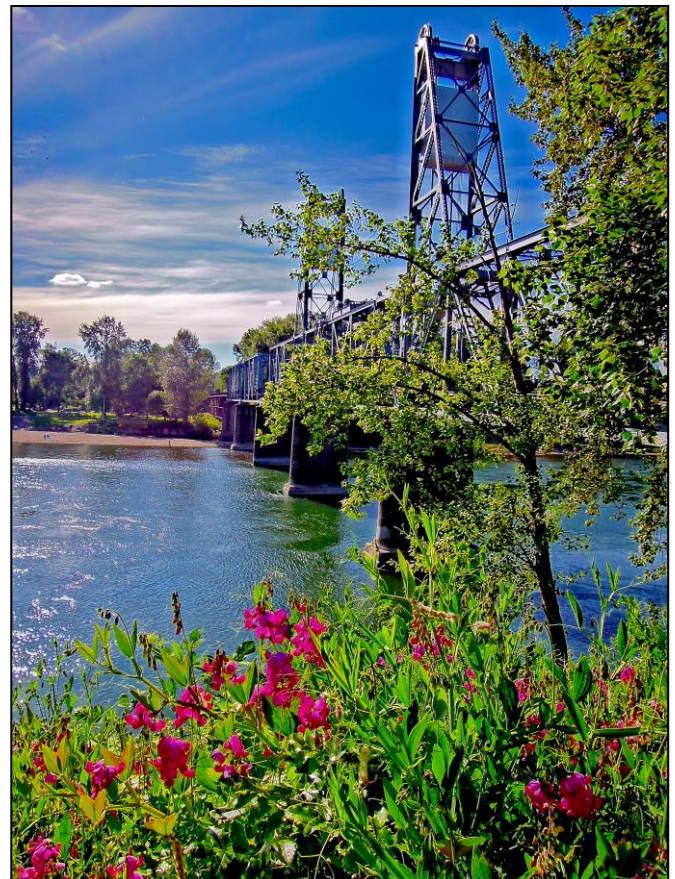
Salem has easy access to the Oregon coast, Oregon Cascades, and the Portland metropolitan area. In addition, Salem provides excellent outdoor, urban, cultural, and recreational activities. Salem residents have a strong culture of volunteerism and have a demonstrated commitment to community improvement.

## THE CITY

Operating under the council/manager form of government, the Salem City Council is made up of eight unpaid City Councilors, each elected to represent one of Salem's wards, and a Mayor, who is elected at-large by voters throughout the City. The City Manager is the administrative head of the city and is responsible for managing city operations.

Salem has a dynamic and progressive city government, dedicated to exceptional service and teamwork. The City operates with eight departments including Legal, Community Development and Library, Human Resources and Facilities, Information Technology, Fire, Police, Public Works, and Urban Development. All department directors are appointed by and serve at the pleasure of the City Manager.

The City operates on a 2018-2019 fiscal year total city budget of \$687.7 million, with 1,236 employees and five collective bargaining groups. Salem also has an active Urban Renewal Agency and a Housing Authority.





## THE DEPARTMENT

Salem's Legal Department is comprised of the City Attorney's office and City Recorder. The department operates on a FY 18-19 budget of \$2.3 million with 16 full-time employees including 8 attorneys and 8 staff. Salem's Legal Department provides comprehensive legal services to the City of Salem, Urban Renewal Agency, and Salem Housing Authority and maintains official records documenting the work of the City government. The Legal Department also provides general counsel and civil litigation services to City departments and prosecutes misdemeanors under the City's code and State of Oregon traffic laws. Attorneys for the City are responsible for preparing and reviewing legal documents such as contracts, ordinances, and resolutions; providing legal advice and counsel to the organization; prosecuting quality of life crimes affecting residents, neighborhoods and businesses such as DUII, trespass, traffic, reckless driving, and other crimes; and initiating litigation on the City's behalf and defending claims against the City in state and federal courts.



## THE POSITION & IDEAL CANDIDATE

This is a civil litigation position which represents the City and Urban Renewal Agency in defense of a wide-variety of claims, including use of force, personal injury, employment and negligence. In addition, the civil litigator may prosecute claims under eminent domain and contract. The civil litigator is also responsible for serving as general counsel to City departments, such as police and risk management.

The civil litigator works as the lead within the litigation team, comprised of a paralegal, legal assistant, and other city attorneys who assist with case preparation and prosecution. The City litigates matters in state and federal court, and, on occasion, appellate courts. The City also utilizes outside counsel for some subject matters, and the civil litigator and the litigation team work closely with outside counsel on case management, strategy, and preparation for trial. Successful candidates will have a passion and substantial experience in civil litigation, particularly defending public bodies, and have proven experience litigating matters before juries and the bench. Excellent Organizational and communication skills, and an aptitude for litigation within a team environment are essential.

## OPPORTUNITIES & CHALLENGES

- 1. Legal Landscape:** There is a changing legal landscape for employers regarding civil rights claims, particularly sexual harassment, hostile work place claim in light of the "me too" movement.
- 2. In-House Litigation:** The Department's strategic plan is to bring more litigation in-house, including complex litigation, which presents opportunities to the litigator to become familiar with new areas of law and work on more intellectually challenging cases.
- 3. Leadership:** This is a senior department position, requiring the candidate to manage and direct the litigation team, and advising the City's executive team and City Council on risk/liability issues related to policy decisions.
- 4. Efficiency:** As the City's primary civil litigator, the candidate will have the opportunity and responsibility to define and structure the litigation unit to perform effectively and efficiently.

## EDUCATION & EXPERIENCE

A Juris Doctorate or equivalent from an accredited college or university of law, and four years of experience in as a civil litigation attorney, with relevant experience representing public bodies, or equivalent are required. Candidates must be admitted to the Oregon State Bar and be able to pass a criminal background check necessary to obtain Criminal Justice Information System clearance and Law Enforcement Data System certification within 30 days of hire.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.



## COMPENSATION & BENEFITS

- **\$104,291 - \$140,171 DOQ**
- Health, dental, vision for employee and family paid at 95% by city
- Oregon Public Employees Retirement System (City currently pays the 6% employee contribution)
- Auto Allowance @ \$90 per month
- Vacation, Sick Leave, Paid Holidays
- Life Insurance & Long-term Disability



**Please visit:**  
**[www.cityofsalem.net](http://www.cityofsalem.net)**

The City of Salem is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 31, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to **[www.prothman.com](http://www.prothman.com)** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



**[www.prothman.com](http://www.prothman.com)**

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