

Job Summary

The Assistant City Attorney II provides legal services to the City and associated entities, including giving advice, drafting and reviewing legal documents, as well as preparing for and participating in trials and appeals of criminal and civil actions and administrative hearings.

Supervision Received and Exercised

Employees are provided considerable freedom from both technical and administrative oversight, while work is in progress. Employees in the classification may have supervision responsibilities over law clerks and legal assistants.

Minimum Qualifications

- Must pass the pre-employment background check.
- Must pass criminal background check necessary to obtain Criminal Justice Information System clearance and Law Enforcement Data System certification within 30 days of hire (clearance must be maintained throughout employment).
- Doctor of Jurisprudence or equivalent from an accredited college or university of law, and two years of experience in the practice of law, with relevant experience in municipal/government law.
- Admission to the Oregon State Bar required.
- Admission to federal courts may be required depending on area of assignment.

Knowledge, Skills and Abilities

- Criminal and civil law related to assignments.
- Methods of legal research including software and electronic sources.
- Judicial and administrative procedures and rules of evidence.
- City ordinances and charter, particularly as relating to the authority and functions of municipal departments.
- Analyze, explain, prosecute, defend and settle legal matters that are significant or controversial in nature.
- Research, organize, interpret and apply legal principles to legal problems and to participate in solving problems.
- Maintain strict confidentiality in attorney-client relations and of non-public records.
- Work independently and make decisions with minimal supervision.
- Establish and maintain effective working relationships with coworkers, courts, other agencies and the public.
- Respect, seek to understand, and value individual differences to foster and support a diverse and inclusive workplace.

Essential Job Functions

- Prepare legal documents including pleadings, motions, legal memoranda and other supporting documents.
- Conduct complex litigation from filing of case through appeal.

- Engage in plea negotiations, document offers and discussions. May make sentencing recommendations.
- Receive and review requests for legal advice in assigned areas, conduct legal research, provide legal opinions orally or in writing regarding application and interpretation of the law and represent clients in various tribunals as necessary.
- Draft, review, and/or modify existing; ordinances, resolutions, contracts and other documents as requested by the City or municipal clients.
- Oversee the work of legal assistants and law clerks in their legal and litigation support work.
- Receive and review claims for damages, research information on the claims and refer appropriate claims to the police civil investigation team.
- Communicate with judges, courts, attorneys and clients in the performance of essential job duties.
- Provide backup as necessary in the absence of other Attorneys.

Physical Requirements

- Exert up to 20 pounds of force occasionally and/or a negligible amount of force constantly to move objects.
- Sitting for up to two hours at one time.
- Perform tasks that may require the incumbent to climb, stoop, kneel, crouch, reach, stand for periods of two hours or more, push, pull, lift, use manual dexterity, perform repetitive motions and grasp with or without reasonable accommodations.
- Express or exchange ideas by means of the spoken word.
- Receive detailed information through oral communication.
- Visual acuity necessary to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and expansive reading.
- Work is performed indoors in an office environment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the classification, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this classification.