

South Jordan City

Job Description

Title: Assistant City Attorney
Org: 100160
Pay Grade: GS24

Effective Date: 07/01/2024
FLSA: Exempt/Professional
Workers Comp: Clerical

GENERAL PURPOSE

Perform responsible and complex legal work in the Office of the City Attorney. Work independently and apply professional judgment and skill in preparation and presentation of cases. Work is performed in accordance with general policies and is reviewed by the City Attorney. Provide legal services which include representing the City in criminal prosecution and proceedings before the Municipal Justice Court as well as civil and criminal cases and appeals to the District Court and Utah Court of Appeals.

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. Some of the essential job duties may be performed from a remote location with approval.

Meaningfully engage with and provide legal advice, strategies, and ideas to the Office of the City Attorney, and other City Staffing the coordination and performance of all work activities, in a manner consistent with the City's Service Values, with the end of accomplishing the mission of the City.

Formulate, develop, and carry out all work within applicable City policies and applicable law. Accomplish performance goals established with the employee's manager.

Represent the City in civil matters, code enforcement and criminal prosecutions in all city, state and federal courts as may be necessary.

Manage outside legal counsel engaged to represent the City.

Review and advise Risk Management regarding claims against the City.

Perform legal research including extensive analysis of legal positions; determine and apply legal principles and precedents to problems and issues.

Research and update knowledge of case laws and statutes.

Prepare ordinances, resolutions, contracts, leases and memoranda for consideration and approval.

Initiate and prosecute actions to protect the City's interests including preparation of pleadings and briefs, oral argument, conducting trial and plea negotiations, responding to appeals, appearing in court for motions, changes of pleas and sentencing, settlement negotiations and reviewing performance of defendants after conviction.

Perform police legal advisor responsibilities and legal update training.

Perform other duties as assigned.

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 employment in the practice of law, including litigation experience.

2. Special Qualifications:

Utah State Bar membership and in good standing.

Admitted to practice before State and Federal Courts.

Valid Utah Class D driver license.

3. Knowledge, Skills, and Abilities:

Ability to operate a personal computer and Microsoft products.

Ability to establish and maintain effective working relations with court officials, City 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.

Demonstrated working knowledge of principles of law, judicial procedures, and rules of evidence.

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

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

Ability to negotiate criminal matters and other matters as assigned, effectively.

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, reaching, talking, hearing, and seeing. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and guided problem solving as required by the legal profession. Periodic travel required in normal course of job performance and training.

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:	Assistant City Attorney	EEO-4 Class:	Prof
Location:	Legal	EEOP Class:	Prof
Group/BU:	General Pay Plan	Tech-Net Match:	1070