

# City of Bellingham

## Classification Specification

CLASS TITLE	Assistant City Attorney
DEPARTMENT	Legal
UNION:	E-PLAN
SG:	E-14
CS:	N
FLSA:	N
EE04CODE:	PR

### **NATURE OF WORK:**

Assists the City Attorney in performance of the legal work of the City. May prosecute misdemeanors and municipal ordinance violations in Municipal Court or administer and analyze the City's public record disclosure policy, assuring the City's compliance with the Public Records Act, and perform other civil work as assigned. These are full-time positions and the persons appointed may not engage in the private practice of law while so employed with the City.

### **DISTINGUISHING CHARACTERISTICS:**

The Assistant City Attorney classification is the first classification in a two-level Assistant City Attorney classification series. The Assistant City Attorney classification is distinguished from the Assistant City Attorney, Senior classification by its responsibility for criminal misdemeanor cases, level of legal expertise, and by providing assistance to the Assistant City Attorney, Senior.

### **SUPERVISORY RELATIONSHIPS:**

Reports to the City Attorney. May receive direction from the Assistant City Attorney, Senior.

### **ESSENTIAL FUNCTIONS:**

Criminal:

1. Prosecutes misdemeanors, traffic offenses and other municipal ordinance violations in Municipal Court.
2. Represents the City in appeals and litigation relating to Municipal Court cases.
3. Responds to public inquiries and complaints related to lead responsibilities.

Civil:

1. Responsible for management and administration of the City's Public Disclosure program and for assuring the City's compliance with the Public Records Act.

2. Represents the City of Bellingham in litigation arising out of Public Records Act compliance.
3. Provides training on Public Disclosure policies and procedures and consults with and directs City employees on the requirements of the Public Records Act and applicable City codes and policies.

#### **ADDITIONAL WORK PERFORMED:**

1. Drafts legal documents such as various ordinances requested by the Mayor, department heads, and/or the City Council; determines legality of requested action including how to write draft to withstand legal challenges.
2. Performs related duties within the scope of the classification.

#### **KNOWLEDGE AND SKILLS:**

##### Knowledge of:

- Applicable criminal or public disclosure law and procedure;
- Familiarity with the functions and activities of the departments and divisions of municipal government;

##### Skill in:

- Exactness and attention to detail;
- Management skills including: problem analysis; decision making; planning and organizing; interpersonal sensitivity; stress tolerance; and time management;
- Excellent oral and written communications skills;
- Using computers and related software applications;
- Writing legal documents and ordinances;
- Researching legal issues;

##### Ability to:

- Work effectively with City personnel, public officials, and private citizens;
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.

#### **WORKING ENVIRONMENT:**

Work is primarily performed in an office environment with frequent court appearances. Extensive work at a computer work station. Travel to court, seminars and meetings as needed.

#### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Admission to the Washington State Bar.
- Some experience in the practice of municipal law, criminal law and procedure, or public disclosure litigation and/or civil discovery preferred.

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