

City of Bellingham

Classification Specification

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| CLASS TITLE | Assistant City Attorney, Senior |
| DEPARTMENT | Legal |
| UNION: | E-PLAN |
| SG: | E-18 |
| CS: | N |
| FLSA: | N |
| EE04CODE: | PR |

NATURE OF WORK:

Incumbents are responsible for providing advanced professional legal work involving complex civil, administrative, and criminal matters.

DISTINGUISHING CHARACTERISTICS:

The Assistant City Attorney, Senior classification is the second classification in a two-level Assistant City Attorney classification series. The Assistant City Attorney, Senior classification is distinguished from the Assistant City Attorney classification by its advanced and varied responsibilities, independence in performing responsibilities, and by providing guidance to the Assistant City Attorney's classification.

SUPERVISORY RELATIONSHIPS:

Directly responsible to the City Attorney. May provide direction or distribute work assignments to Assistant City Attorneys and/or various levels of support staff.

ESSENTIAL FUNCTIONS:

1. Conducts civil and criminal jury and bench trials; prepares and investigates cases; and assumes lead litigation responsibilities which include conducting motion hearings, discovery, and trial, and making work assignments to subordinate personnel.
2. Handles liability claims by directing the investigation of claims and the activities of Claims Assistant; makes recommendations to the Mayor and City Council on claims disposition.
3. Advises City officials regarding City contracts, bidding and purchasing, real estate acquisition, rental of property, software licensing, and related legal documents.
4. Reviews and negotiates City contracts for construction projects, garbage collection and disposal, franchises, real estate transactions, agreements with other governmental entities, property development, and management of City facilities.

5. Drafts legal documents such as ordinances, resolutions, releases, and settlement agreements.
6. Provides legal support, conducts legal research and advises staff and departments on a variety of issues. Represents departments in legal proceedings and before boards and commissions. Acts as principal liaison to outside counsel as needed.
7. Reviews and makes recommendations on indemnity and insurance provisions of City contracts.
8. Provides advice to departments regarding risk management. Manages general liability insurance program including preparing the budget, generating quarterly and annual claims reports, and consulting with brokers, the Mayor, and the City Council regarding insurance concerns.

ADDITIONAL WORK PERFORMED:

1. Performs other duties within the scope of the classification.

KNOWLEDGE AND SKILLS:

- Thorough knowledge of:
 - Employment and benefits law;
 - Public and municipal law;
 - Insurance law and policy;
 - Tort law;
 - Administrative procedure and evidence;Functions and activities of departments and divisions of municipal government;
 - Civil litigation techniques and procedures;
 - Criminal law and procedure;
 - Constitutional law; and,
 - Federal court procedures.
- Skill in:
 - Using computers and related software applications;
 - Using office equipment such as copy machines, fax machines, and telephones;
 - Analyzing problems and make decisions;
 - Planning, organizing, and managing projects;
 - Prioritizing projects and working under deadlines;
 - Writing legal documents and ordinances;
 - Negotiating contracts;
 - Attending to details;
 - Preparing and presenting bench and jury trials; and,
 - Researching legal issues.
- Advanced communication and interpersonal skills for persuasion, conflict management, conveying complex information as applied to interaction with coworkers, supervisors, managers, department directors, the Mayor, City Council and the general public.
- Strong organizational skills.
- Excellent written communication skills to prepare and make public presentations.

WORKING ENVIRONMENT:

Work is primarily performed in an office environment with occasional 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 and three years of experience in a field directly related to responsible area of practice.

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1/01

REVIEWED BY: _____
Joan Hoisington,
City Attorney