



JOB DESCRIPTION

TITLE: Attorney I
DEPARTMENT: Legal
GRADE: 18
FLSA: Exempt
EEO DESIGNATION: Officials Administrators
REVISION DATE: 06/18/2018

POSITION SUMMARY

Under the general direction of the City Attorney, perform professional and complex legal work for the City, which requires independent work and the application of professional judgement and skill.

ESSENTIAL FUNCTIONS:

- Research legal matters and prepare written memoranda pertaining to federal, state and local law decisions, and established City policies and procedures.
- Assist in developing and implementing policies and procedures for the City Attorney's office.
- Perform risk management functions including training City departments, tracking and settling claims, and advising the City Council and City departments on risk management issues.
- Assist, advise and train City departments on legal issues.
- Prosecute or defend (or supervise prosecution and defense) in all courts and administrative tribunals all charges of violation and/or actions and appeals on behalf of the City before all boards, commissions and administrative agencies.
- Perform complex civil law functions for the City including legal research and analysis of legal positions.
- Determine, define, and apply legal principles and precedents to problems and issues within the City.
- Prepare and review legal documents including ordinances, resolutions, contracts, and leases.
- Be consistently available during and after regular city business hours depending upon assigned meetings and workload demands.
- Attend daytime or evening meetings of the City Council and Planning Commission and other boards where assigned.
- Furnish legal advice and make recommendations to the Mayor, City Council, and all other City staff in a variety of settings and circumstances.
- Engage with other governmental entities, private entities, and the public.
- Select and direct outside legal counsel as appropriate and necessary.
- Direct the preparation of briefs and memoranda at all court levels.
- Maintain knowledge and skill levels in current case law and legislation.
- Assist and fill in for City Attorney when needed and as assigned with civil responsibilities.



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- Meet performance standards established by the City Attorney.
- Perform other related duties as directed.

MINIMUM QUALIFICATIONS:

Must have graduated from an accredited college or university with a Juris Doctorate degree. Must be a member in good standing with the Utah Bar Association and maintain good standing. This position requires a minimum of one to three years of full-time paid employment in the practice of state and local government law, or additional experience that in the opinion of the City would meet the needs of this position. A valid Utah Driver's License is required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Functional knowledge and understanding of the laws affecting municipalities, land use and development, employment practices, and contracts. General understanding of the functioning of justice court prosecution laws, procedures, and ethics.
2. Knowledge and understanding of legal ethics principles.
3. Proven ability to exercise discretion and independent judgment in applying legal principals to a large variety of situations within a complex legal environment.
4. Ability to communicate effectively, succinctly, and discretely; both orally and in writing.
5. Functional knowledge, skills and experience in the use of electronic communication mediums.
6. Functional knowledge of municipal legal risk management issues and practices.
7. Ability to establish and maintain effective working relationships with elected officials, department heads, employees, officials, employees of other jurisdictions, and the general public.
8. Knowledge and experience in state and federal legislative political processes.
9. Ability to research and resolve complex legal issues in a wide variety of practice areas.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work in an office environment; sustained posture in a seated position for prolonged periods of time, talk or listen, in person, in meetings, and by telephone; use of hands and fingers to handle feel and operate standard office equipment. The employee is frequently required to walk and stand. Specific vision abilities required by this position including close vision and the ability to adjust focus, observe and interpret situations, learn and apply new information or skills, perform highly detailed work on multiple concurrent tasks with constant interruptions. Work under intensive deadlines and interact with officials, City staff and the public. Unique mental stresses associated with legal related matters are present. This position requires the ability to hear, see, communicate, sit and physical mobility. Some travel required.



JOB DESCRIPTION

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.