

 **City of Pendleton**

 **Job Description**

 **City Attorney**

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| **Department**: Legal  | **FLSA**: Exempt |
| **Reports to**: City Manager  | **Representation**: Unrepresented |
| **Pay Range**: 7, Dept. Head Scale  | **Date**: August 2014  |

**GENERAL POSITION SUMMARY:** This position provides professional legal services for the City of Pendleton, Pendleton Urban Renewal District, City Council, City Manager, and all Boards and Commissions. Prepares legal documents, renders legal opinions and represents the City in civil proceedings.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

1. Represents the City in court and before quasi-judicial or administrative agencies of government.
2. Gathers evidence in civil, criminal, and other cases to formulate defense or to initiate legal action.
3. Conducts research, interviews clients, and witnesses and handles other details in preparation for trial.
4. Prepares legal pleadings and briefs, develops strategy, arguments and testimony in preparation for presentation of case; files pleadings and briefs with the court.
5. Interprets federal, state and local laws, rulings, and regulations for City officials and staff.
6. Confers with colleagues with specialty in area of law to establish and verify basis for legal proceedings; serves as a liaison between outside legal counsel and city officials on specialize legal issues.
7. Prepares a variety of studies, reports and related information for decision-making purposes.
8. Drafts and reviews ordinances, resolutions, contracts, agreements, deeds, leases, franchises, etc.; reviews documents prepared by other agencies or parties.
9. Approves City documents as to legal form.
10. Oversees property liability and risk management functions which include acting as a liaison between the City and its insurance provider, insuring best practices, and being the primary contact for departments who suffer a loss.
11. Attends City Council meetings, and other meetings as required.
12. Prepares for bond sales, foreclosure sales, review local improvement district data, review annexation data, etc.
13. Insures that City contracts are completed, complied with and updated as required.

**IMPORTANT FUNCTIONS:**

1. Responds to questions of the public regarding legal matters including tort claim notices.
2. Reviews legal cases and attends training to remain informed of changes in the laws pertaining to the business of the City. Communicates changes to appropriate department heads/City council and insures ordinances are amended to reflect these changes.
3. Serves as the interim prosecuting attorney for the Municipal Court.
4. Other duties as assigned.

**JOB SPECIFICATIONS:**

1**. Education & Experience** *Education and experience requirements are minimum standards.*

1. Doctorate from an accredited law school with a Juris Doctor Degree is required.
2. Admission to the Oregon State bar is required; and
3. Work Experience: Indicate the minimum level of work-related experience required to effectively perform the position’s responsibilities. Check only one box.

[ ]  Less than 12 months

[ ]  1 – 3 years

[x]  3 – 5 years

[ ]  5 – 8 years

[ ]  Other

Describe experience: Three (3) years of experience as a practicing attorney. Experience in municipal law, criminal law, and administrative law is desirable.

1. Satisfactory equivalent combination of education and experience.

**2. Special Requirements:**

1. [x]  Must possess, or be able to obtain by time of hire, a valid driver’s license.
2. [x]  Must be able to pass the department’s security clearance standards including review of criminal history and driving record.
3. Admitted to the practice of law in Oregon.
4. Be a member in good standing of the Oregon Bar.

**3. Necessary Knowledge, Skills and Abilities:**

1. Considerable knowledge of state statues relating to municipal affairs.
2. Working knowledge of modern policies and practices of municipal law and public administration.
3. Skill in preparing briefs and other legal documents.
4. Skill in operating the listed tools and equipment.
5. Ability to prepare and analyze comprehensive legal documents.
6. Ability to carry out assigned projects to their completion.
7. Ability to communicate effectively verbally and in writing.
8. Ability to represent the City effectively in court.
9. Ability to organize facts, evidence and precedents and to present the material effectively.
10. Ability to conduct legal research and write reports.
11. Ability to effectively supervise subordinate staff.
12. Ability to establish and maintain effective working relationship with employees, City officials, the court system, and the general public.
13. Ability to efficiently and effectively participate in a municipal legal department.
14. Ability to perform work in a manner consistent with the City’s Core Values of: Respect, Integrity, Caring, Responsibility, Citizenship, Cooperation and Industriousness.
15. Ability to work independently in the absence of direct supervision.
16. Ability to maintain regular and predictable attendance to serve customers/interact with co-workers, staff, and managers; attend meetings, court proceedings, training, etc.
17. Ability to perform the essential functions of the job.

**4.** **Tools and Equipment Used:** *List specialized tools or equipment needed to perform tasks. Add or delete from the sample list below.*

1. Standard office equipment including telephones, computer, printer, fax machine and copy machines; Computer software (Choose all that apply):

[x]  MS based word-processing, spreadsheet, and/or data base programs

[x]  Outlook or other email communication.

[x]  Internet and/or social media

[ ]  Presentation or desktop publishing software

[x]  Specialized or custom software

1. [ ]  Vehicle - Car/pickup/van/SUV

**5.** **Supervision:**

1. This position supervises other staff. Positions supervised include: Legal Assistant, and contracted attorneys.
2. This position reports to the City Manager. Supervision received is (Choose one):

[ ]  Direct. Supervisor provides assignments, directs work on a regular basis, and tasks or procedures are usually well defined.

 [ ]  General. Work is assigned more generally and the employee has some autonomy to determine the order or manner in which the work is completed. Existing practices and procedures are used as guidelines to determine work methods.

 [x]  Limited. Work is performed highly independently with little direction. Position has significant decision-making discretion. Work is evaluated for overall effectiveness.

**6.** **Communications**:

1. Communications are: (*Choose one*)

[ ]  Primarily with other City staff and/or customers.

[ ]  Regularly includes others outside the organization (not customers), such as vendors, contractors, attorneys, agents, or business partners.

[x]  Routinely with leaders inside and outside the organization such as department heads, City Councilors, public officials from other agencies, and/or community leaders.

1. The communications may be (*Check any that apply*):

[x]  Complex

[x]  Controversial

[x]  Confidential

[x]  Have significant impact (affect City services or reputation, or have legal or financial consequences)

**7.** **Cognitive Functions**: *Check the one that most closely aligns to position:*

1. [ ]  Tasks require the employee to remember complex processes and/or be able to perform multi-step jobs without step-by-step instructions. Requires a moderate level of independent thinking and reasoning.
2. [ ]  Tasks are highly creative or complex and requires significant mental exertion that would typically require specialized schooling, training, certification or a license to be able to accomplish. Employee has some control over the planning and performance of the work, and may determine their own practices and procedures.
3. [ ]  Responsibilities include significant accountability (i.e. could expose the City to risk or liability, generate public censure, or impact the work or reputation of the City.) Work is performed highly independently. Employee has significant control over the planning and performance of the work, and may develop or recommend new practices and procedures.
4. [x]  Responsible for developing or approving programs/services; determining quantity and/or quality standards; and monitoring, evaluating, and analyzing program effectiveness to determine success or failure. Routinely engages in autonomous problem-solving. May include developing and implementing policies, procedures or regulations.

**8. Problem Solving:** *Indicate the nature of problems regularly encountered by this position. Check only one box.*

[ ]  Most situations are resolved using standard procedures and established guidelines.

[ ]  Situations are somewhat varied; requires application of specific technical skills and expertise.

[ ]  Varied situations that require significant analysis or interpretation; general precedents and practices used, but may be modified.

[x]  Highly varied and unpredictable situations, complex and often non-recurring; new and creative approaches required.

**9.Work Environment*:*** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Work is performed primarily indoors. Work is most often in a temperature controlled office.
2. Strength Rating (see attached definitions) is: Sedentary .
3. Hazards include: *Check all that apply and include the percentage of time exposed to the listed hazard:*

[x]  Office environment / no specific or unusual physical or environmental demands.

[ ]  Work on and around heavy construction equipment \_\_\_\_%

[ ]  Exposure to toxic elements/hazardous chemicals \_\_\_\_%

[ ]  Work at heights in excess of 20 feet \_\_\_%

[ ]  More than occasional exposure to poor air quality (excessive dust, smoke, fumes, gases, etc.) \_\_\_\_%

[ ]  Exposure to weather or temperature extremes \_\_\_%

[ ]  Isolation \_\_\_\_%

[ ]  Exposure to light or noise extremes \_\_\_\_%

[ ]  Regular travel outside the City \_\_\_\_%

[ ]  Risk of injury \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(list) \_\_\_\_%

[ ]  Significant physical exertion required to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_%

[ ]  Other (describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. General hours of work are 8:00 a.m. – 5:00 p.m. Monday – Friday. Variations include (check all that apply):

[ ]  Frequent or regular overtime

[ ]  Subject to emergency call out

[ ]  Split or Night shifts

**10.** **Resource Accountability:**

1. Check item(s) that describe involvement in the budgetary process:

[ ]  Not applicable [x]  Input [x]  Prepare [x]  Forecast [x]  Monitor [ ]  Approve

1. This position has resource accountability for the following level of assets (choose one):

[ ]  Significant – as would be typified by purchasing authorization up to $25,000, or responsibility for operation or use of very high-level equipment/assets.

[ ]  Moderate – as would be typified by purchasing authority up to $5,000 or responsibility for operation or use of equipment/assets of moderate value.

[x]  None/Low – employees with no purchasing authority or responsibility for operation or use of equipment/assets of modest value.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

Drafted:

Adopted:

Revised: 7/29/14

Revised: July, 2020

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Employee Acknowledgment/Date Supervisor Approval/Date

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Department Head Approval/Date Administration Approval/Date

Overall Job Strength Rating Definitions

(Oregon Workers’ Compensation Rules, Div. 436-035-0012)

**S - Sedentary** – exerting up to 10 pounds of force occasionally, or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Job is mostly sitting, but brief walking and/or standing (occasionally) may be required.

**L – Light**  - exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force continually to lift, carry, push, pull or move objects. Job is largely sitting, but more than sedentary walking or standing may be required. Work is light if job tasks are done sitting, but considerable upper body or arm movement or use of leg controls is involved.

**M – Medium** - exerting 20 to 50 pounds of force occasionally, or 10 to 25 pounds of force frequently, or greater than negligible up to 10 pounds of force continually to lift, carry, push, pull or move objects. Standing, walking, and/or other positional physical movements may be occasional to frequent.

**H – Heavy** – exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.

**V/H – Very Heavy** – exerting in excess of 100 pounds of force occasionally, or in excess of 50 pounds of force frequently, or in excess of 20 pounds of force continually to lift, carry, push, pull, or move objects. Walking, standing, and other positional physical requirements may be frequent to continual.