



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Deputy City Attorney

Department: Legal
Date Established: 3/2014

Reports to: City Attorney Pay Grade H17
Date Revised: 04/2021

FLSA Status: Exempt

CLASSIFICATION SUMMARY

The Deputy City Attorney assists the City Attorney in the prosecution of misdemeanor and traffic infractions and in all civil matters pertaining to the City of Pocatello.

This is a professional attorney position requiring a law degree from an accredited university and membership in good standing in the Idaho State Bar Association. The job requires knowledge of civil and criminal court processes and procedures and experience prosecuting criminal and litigating civil cases in court.

The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment is a Department office and courtroom environment. The noise level is generally moderate.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Acts as legal counsel to the City of Pocatello and assists the City Attorney in all legal matters, civil and criminal, pertaining to the City.

Prosecutes misdemeanor and traffic infractions, including appeals. Prosecutes domestic violence cases. Coordinates efforts of police, victim witness coordinator and other victim advocates, victim, and Domestic Violence Court personnel in the prosecution and resolution of domestic violence cases. Researches and prepares legal briefs on criminal matters, including appeals. Represents the City to the Bannock County Domestic Violence and Sexual Assault Task Force and other community and law enforcement groups, committees, and agencies, as assigned.

Represents the City in civil issues, including litigation. Assists in the research and litigation and tracking of civil cases. Provides legal assistance and counsel to all City departments. Prepares construction contracts and Professional Service Agreements between the City and Engineers and/or Architects. Reviews and writes a variety of legal documents, agreements, contracts, ordinances, resolutions, policies and procedures, deeds, waivers, City Council records of decision and related documents. Attends City Council meetings, as needed. Provides customer service to the public and other City staff and departments. Provides information, answers questions and inquiries in person and by telephone. Directs and assigns work to legal staff assistants.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS:

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Idaho criminal and civil court system and court processes and procedures;
- Legal terminology;

- Idaho criminal, civil, and tort statutes;
- Idaho criminal and civil case law;
- City codes and ordinances;
- City policies and procedures;
- Operation of standard office equipment;
- Operation of a personal computer and job-related software applications.

Skill and Ability to:

- Act as legal counsel and assist the City Attorney;
- Prosecute misdemeanor and traffic infractions, including appeals;
- Prosecute criminal cases in court, including but not limited to, selecting a jury, advocating for the City, presenting opening and closing statements, presenting evidence, examining and cross-examining witnesses, and presenting and opposing motions;
- Direct the City's domestic violence prosecution program in conjunction with the Bannock County Domestic Violence Court. Prosecute domestic violence cases;
- Coordinate efforts of police, victim witness coordinator and other victim advocates, victim, and Domestic Violence Court personnel in the prosecution and resolution of domestic violence cases;
- Assist in the research and litigation of civil cases, as needed;
- Provide legal assistance and counsel to all City departments;
- Research and prepare legal briefs on criminal and civil matters, including appeals;
- Represent the City to the Bannock County Domestic Violence and Sexual Assault Task Force and other community and law enforcement groups, committees, and agencies, as assigned;
- Provide direction, including assigning work to, legal assistants;
- Litigate civil cases in court, including but not limited to, selecting a jury, advocating for the City, presenting opening and closing statements, presenting evidence, examining and cross-examining witnesses, and presenting and opposing motions;
- Review and write legal documents, agreements, contracts, ordinances, resolutions, policies and procedures, deeds, waivers, City Council records of decision, development agreements, and related documents;
- Review bid documents for City departments, ensuring compliance with laws and ordinances regulating the public bidding process;
- Operate standard office equipment;
- Operate a personal computer including job-related software applications;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set task priorities;
- Maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, and the public;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations;
- Maintain a professional demeanor at all times;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.
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ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- Bachelor's degree and law degree from accredited university is required;
- Membership in good standing in the Idaho State Bar Association is required;

- Three (3) years' experience as a practicing attorney required and criminal and/or civil courtroom experience preferred.

An equivalent combination of education and experience that provides the required skills, knowledge, and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

The employee is frequently required to stand, walk, sit, bend, operate a computer keyboard or type, handle materials, or reach with hands and arms performing the essential functions of the classification. The duties require sitting for long periods, accessing stored file boxes and file cabinets, and moving and organizing physical file materials. The employee must occasionally lift 25 pounds. Specific vision abilities required by this classification include close vision, distance vision, depth perception, and ability to adjust focus, conduct research, and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification includes those which permit the employee to discern verbal instructions and communicate effectively in person, by telephone, or electronic mail. While performing the duties of this classification, the employee works in an office and courtroom setting where the noise level in the work environment is usually moderate.

Reasonable accommodation(s) may be made to enable individuals with disabilities to perform the essential functions.