

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: Assistant City Attorney I	Job Code: 4103
Date: April 22, 2024	EEO Code: PR
FLSA Designation: Exempt	Civil Service Status: Covered (UC)

DEFINITION: This is entry-level, professional attorney work on civil and/or criminal cases, with responsibility to provide counsel on legal issues in the Legal Department.

CLASSIFICATION STANDARDS: Positions assigned to this classification are responsible to the City Attorney or a designated supervisor and perform duties under close supervision. This work is distinguished from the work of higher-level attorneys by its entry-level knowledge, skills, and abilities. *Note: Employees of this classification are eligible for advancement to the next level in the career series as directed by policy.*

ESSENTIAL DUTIES: Review civil and/or criminal cases and claims and evaluate strengths and weaknesses; review complaints, statements, police reports, and written subpoenas; conduct legal research and present findings; may prepare written legal opinions; represent the City in court and at hearings including arguing cases and motions in court or before an administrative body; prosecute misdemeanors which involve investigation of facts; interview witnesses; prepare for trials; coordinate efforts with various law enforcement agencies, government agencies, the public, attorneys, and other office staff; file legal documents and papers; review assigned cases for civil action or probable cause; authorize issuance of complaints or information; prepare briefs and memorandums for appeal proceedings; assist in providing legal counsel and support to various City departments as assigned; answer inquiries from private citizens or their attorneys; prepare pleadings, motions, orders, and other actions; may assist in more difficult civil and/or criminal legal work and in processing collections work; draft ordinances and other documents; regularly review and analyze current case decisions, legislation, and administrative agency regulations; assist staff members as needed; perform other related duties as required.

MINIMUM REQUIREMENTS: Juris Doctorate degree from an accredited law school.

Certification(s)/License(s): A valid, lawful Driver License is required. Active Utah State Bar Association membership (including admission to practice before all state courts and, when required by the City Attorney, the U.S. District Court for the District of Utah) is required.

SELECTION FACTORS: **Knowledge of:** principles and practices of civil law and criminal prosecution as required by the Provo City Legal Department and the position; applicable judicial procedures including Federal and State Rules of Evidence, Rules of Civil Procedure, Rules of Criminal Procedure, and Rules of Appellate Procedure; criminal code and other related laws, codes, rules, and regulations; ethical principles. **Skill in:** managing litigation and trial advocacy; conducting legal research; writing legal documents, including legal briefs and memos; analytical problem solving; observing and remembering details; practicing trust-building behaviors. **Ability to:** exercise independent judgement while evaluating situations and in making determinations; analyze, evaluate, and organize facts, evidence, and legal procedures; present information verbally and in writing in a clear and logical form; establish tactful, effective, non-judgmental relationships with the public and parties affected by the court, City Administration, and legal processes; deal with stressful situations firmly, tactfully, and with respect for individual rights; maintain effective working relationships with the individuals from varied racial, ethnic, and economic backgrounds; maintain a positive liaison with Police and other departments involved


in enforcing ordinances; demonstrate a high level of commitment to the principles of positive customer service; train, supervise, and evaluate subordinates, and improve their work.

TOOLS AND EQUIPMENT USED: Computer, telephone, printer, office equipment, legal resources, and job-related computer programs and software applications.

PHYSICAL DEMANDS: Requires sitting at a computer and maintaining concentrated attention to detail for long periods. Requires court appearances and depositions in public and private buildings and exposure to stressful situations including strict deadlines, broad objectives, and dealing with individuals in highly emotional states.

ENVIRONMENTAL FACTORS: Work is performed inside an environmentally controlled building. May be exposed to unknown, dangerous, and/or hostile conditions.

Note: Employees occupying positions within this classification are prohibited from carrying out any private law practice which would potentially generate a conflict of interest and/or representing a party in an adversarial relationship with Provo City. Private professional endeavors are subject to review by the City Attorney and the Administration for approval.



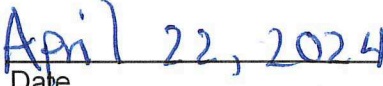
Department Director



Date



Mayor/Chief Administrative Officer



Date

NOTE: The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Classification specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This classification specification supersedes earlier versions.