

PROVO CITY CLASSIFICATION SPECIFICATION	
Title: City Attorney	Job Code: 4101
Date: April 22, 2024	EEO Code: OA
FLSA Designation: Exempt	Civil Service Status: Non-Covered

DEFINITION: This is executive direction and professional attorney work as the City Attorney and director of the Legal Department.

CLASSIFICATION STANDARDS: The single position allocated to this classification is responsible to the Mayor for the lawful, efficient, and effective direction and production of legal work and performs all duties under general administrative direction. This work is distinguished from lower-level attorney work by its full administrative charge of the Legal Department.

ESSENTIAL DUTIES: Consult with and provide legal opinion and advice to the Mayor, City Administration, Municipal Council, departments, boards, commissions, and other agencies in relation to their duties and City business; act as chief resource for subordinates and departments on complex and difficult legal matters; meet with the public, press, citizens, and groups to address questions and complaints; research or direct research of issues and questions and respond with current and valid legal direction; analyze Federal, State, and local legislation; regularly review and analyze current case decisions, legislation, and administrative agency regulations; direct activities and strategy of the Legal Department; prepare for trial and represent City in court or administrative tribunals on various issues and business matters; oversee prosecution of all charges of violations of the Provo City Code and municipal ordinances and of all actions and appeals involving the City; oversee any outside legal Counsel retained by the City to handle litigation or special matters; prepare and supervise the preparation, review, and enacting of legal opinions, briefs, memorandums, pleadings, motions, orders, affidavits, and other relevant actions; oversee negotiations of various leases, sales, acquisitions, and settlements.

Oversee staff to ensure quality and quantity standards are met; adjust priorities, schedules, and assignments to ensure efficient operation and meeting of deadlines; train, supervise, and assist attorneys and para-professionals in performing their duties; supervise approval as to the legal form of all contracts entered into by the City and all ordinances and resolutions presented to the Mayor or Municipal Council; develop and implement office policy and ensure compliance; conduct performance reviews and enact discipline or rewards as needed; make staffing decisions including hiring, firing, and training; oversee generation and maintenance of records and files; ensure current legal resources are available to staff and departments; prepare and submit timely reports; oversee department budget preparation and submission; monitor and approve expenditures and purchases; perform duties of lower-level staff; perform other related duties as required.

MINIMUM REQUIREMENTS: Juris Doctorate degree from an accredited law school and 8 years of legal experience as a practicing attorney, including 4 years of which must have been in a municipal or related field with extensive supervisory experience.

License(s)/Certification(s): A valid, lawful Driver license is required. Active Utah State Bar Association membership (including admission to practice before all state courts and 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 codes and other laws, rules, procedures, and regulations; ethical principles; modern supervisory and management techniques; budget planning and preparation. *Skill in:* managing litigation and trial advocacy; conducting legal research; writing legal documents including briefs and memos; analyzing and evaluating complex legal cases and issues; guiding research and trial strategies; effectively presenting cases in Federal and State Court; observing and remembering details including those in complex court cases and rulings; practicing trust-building behaviors. *Ability to:* exercise independent judgement while evaluating situations and making determinations; present information verbally and in writing in a clear and logical form; establish tactful, effective, non-judgmental relationships with the public, the media, 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 individuals from varied racial, ethnic, and economic backgrounds; maintain a positive liaison with Police and other departments involved in enforcing ordinances; train, supervise, evaluate, organize, schedule, and improve assigned employees' work; effectively counsel, persuade, and inform others; demonstrate respect, integrity, courtesy, and kindness at all times; demonstrate a high level of commitment to the principles of positive customer service.

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 desk 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 City Administration for approval.


 Mayor/Chief Administrative Officer

April 22, 2024
 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.