



CITY OF WEST JORDAN
8000 Redwood Road, West Jordan, Utah 84088

ASSISTANT CITY ATTORNEY

JOB POSTING

Opening Date: December 6, 2017

Closing Date: Open until filled

Annual Rate: \$89,913.41 - \$127,911.26

Status: Full-time

DEFINITION

Under general direction of the City Attorney, perform a variety of professional duties involved in providing a full range of legal services related to municipal government operations, including both supervising and performing civil litigation, criminal prosecution, and answering code enforcement issues. Conduct legal research and prepares ordinances, memoranda, administrative rules and regulations and other legal documents. Assist in contract drafting and review; and completion of GRAMA requests. Advise City departments, staff, boards and commissions; and provide professional legal assistance to the City Attorney.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: operational characteristics, services and activities of a comprehensive municipal law department, with an emphasis on land-use issues and civil nuisance abatement processes; organization, duties, powers, limitations, and authority of City government and the City Attorney's Office; principles and applications of civil and administrative law, including those relative to municipal operations, municipal finance, parliamentary procedures, and other legal proceedings; organization and management practices as applied to the analysis and evaluation of programs, policies and operational needs; principles of employee supervision, training and performance evaluation; judicial procedures and rules of evidence; methods of legal research; established precedents applicable to municipal activities; pertinent Federal, State, and local laws, codes and regulations; and safe driving principles and practices.

Skill to: operate modern office equipment including computer equipment and software; operate a motor vehicle safely.

Ability to: provide administrative and professional leadership and direction for the civil litigation and criminal prosecution divisions within the City Attorney's Office; develop, implement and administer goals, objectives and procedures for providing effective and efficient legal services; plan, organize, direct and coordinate the work of professional, technical and administrative support personnel; and delegate authority and responsibility; select, supervise, train and evaluate staff; represent the City in a wide variety of judicial and administrative proceedings; prepare and present difficult cases in court; present statements of law, fact, and argument clearly and logically; conduct research on complex legal problems and prepare sound legal opinions; analyze a wide variety of legal issues and prepare diverse legal documents; interpret and apply legal principles and procedures; interpret and apply Federal, State and local policies, procedures, laws and regulations; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; research, analyze and evaluate new service

delivery methods, procedures and techniques; prepare and administer budgets; and allocate limited resources in a cost effective manner; exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work; deal with sometimes hostile and angry citizens who are involved in the justice system against their will in an effective and polite manner; and exercise good judgment, flexibility, creativity and sensitivity in response to changing situation and needs.

MINIMUM QUALIFICATIONS:

Six years of increasingly responsible professional legal experience in municipal, other government law, or equivalent work; a Juris Doctorate from an accredited law school; and membership in or ability to obtain membership in the Utah State Bar; experience, and/or interest, in the legislative process preferred.

SPECIAL REQUIREMENTS

Ability to work in a standard office environment; ability to travel to different sites and locations.

NOTICE

This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job related duties requested by his or her supervisor.

It is the policy of the City of West Jordan to provide and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of race, color, religion, gender, age, national origin, sexual orientation, gender identity, or disability. The Human Resource Department will provide reasonable accommodations for applicants during the selection process.

In the interest of the workplace and public safety, all offers of employment are contingent upon the successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body and background check. West Jordan City requires as condition of employment, the use of direct payroll deposit to a bank or savings account.

APPLICATIONS

Submit a Transfer Request Form and resume to the Human Resources Department, 8000 S. Redwood Road, West Jordan, Utah 84088. This position is open until filled with first review of applications on December 20, 2017. EOE.