



CITY OF FOUNTAIN
invites applications for the position of:

Assistant City Attorney I or II

SALARY: \$52,944.00 - \$84,248.00 Annually

OPENING DATE: 09/19/22

CLOSING DATE: 10/07/22 05:00 PM

SUMMARY:

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This position serves as legal advisor to the City as well as legal counsel in the prosecution of cases in the Municipal Court. This position reports to and may perform the function of the City Attorney.

GENERAL PURPOSE:

Under general supervision and with oversight guidance, the incumbent legal services to the City Council, the City Manager, all departments, and City boards and commissions. This may include representation of the City in legal proceedings, responsibility for the preparation and presentation of cases; rendering legal opinions; preparing contracts, ordinances, resolutions, and leases; and assisting in drafting proposed legislation for enactment by the state legislature on matters of interest to the City. The Staff Attorney defends the City in cases filed in county, state, and federal courts; and represents the City in all cases filed in Municipal Court.

ESSENTIAL FUNCTIONS:

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- Maintains and supports a positive, collaborative culture within the City organization as a whole, fully embracing the cultural and values statements espoused by the City.
- Advises the Mayor, City Council, City Manager, and Departments regarding legal matters affecting the City.
- Attends various board, commission, and City Council meetings to advise on legal problems and questions.
- Answers communications from the public relative to legal matters affecting the City.
- Advises taxpayers concerning municipal codes and ordinances.
- Works effectively with legal specialists engaged by the City for the preparation and trial of unusually complex and important cases in which the City may be involved.
- Prepares legal opinions, court paper, contracts, ordinances, resolutions, deeds, leases, and other legal documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Instructs executive team in legal matters.
- Organizes, interprets, and applies legal principles and knowledge to complex legal problems.
- Comprehends and makes inferences from written material to provide legal representation and advice.
- Handles a full array of criminal cases including traffic, juvenile, and municipal code violations, including:
 1. Reviewing police reports to determine appropriate charges and dispositions
 2. Preparing for and conducting arraignments
 3. Preparing for and conducting pre-trial hearings, bench trials, jury trials, and sentencings
 4. Interviewing victims and witnesses of crimes
 5. Preparing pleadings, undertaking discovery, and drafting appeals

- Enters into plea negotiations with defendants or their attorneys during pre-trial conferences
- Provides legal guidance to Police Department and other City departments
- Drafts ordinances and prepares memos for City Council and other City departments
- Develops effective working relationships with the City Attorney, the Presiding Municipal Judge, the Police Department, and Municipal Court personnel
- Maintains regular and punctual attendance
- Establishes and maintains effective working relationships with citizens and co-workers.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other duties and special projects as requested by the City.

MINIMUM QUALIFICATIONS:

Assistant City Attorney I

Education and Experience:

Required:

- Juris Doctorate Degree from a school of law accredited by the American Bar Association
- Less than four (4) years of experience

Preferred:

- Prior experience in municipal criminal prosecution or defense, including actual trial experience (bench and jury); Law school clinical experience, clerkships or internships will be considered
- Municipal law or public entity representation experience

Certifications or Licenses:

- Requires a valid Colorado driver's license.
- Requires active membership in the Colorado State Bar Association or the ability to obtain membership.

Other requirements: Knowledge, Skills and Abilities

- Knowledge of federal and state laws affecting city governments.
- Knowledge of city ordinances, particularly those relating to the authority of functions of City departments.
- Knowledge of the established precedents and sources of legal reference applicable to City activities.
- Knowledge of legal principles and practices
- Ability to communicate effectively in orally and in written form.
- Ability to attend legislative sessions, in order represents and promotes the interest of the City before committees and representatives.
- Ability to establish and maintain effective working relationships with subordinates, other City employees, other public officials and the general public.
- Ability to exercise sound judgement in evaluating situations and in making decisions.
- Thorough knowledge of the rules, regulations, policies, and operating procedures for the City of Fountain and the City Manager's Office; City of Fountain organizational structure, goals and objectives; modern practices and procedures for public administration and governmental budgeting; federal, state, and local laws and codes impacting the city management functions; principles and practices of program development and administration; principles and practices of supervision including training and performance evaluation.

- Ability to communicate effectively verbally and in writing; compare clear and concise reports and correspondence; establish and administer budgets as part of the strategic planning process; assist in developing department wide and city wide goals and objectives; facilitate the effective and positive resolution of problems affecting city administration; analyze and evaluate new service delivery methods and techniques; establish and maintain effective working relationships with those contacted in the course of work.
- Able to obtain the following ICS Certifications: IS-100.

Assistant City Attorney II

Education and Experience:

Required:

- Juris Doctorate Degree from a school of law accredited by the American Bar Association
- Two (2)+ years of experience with an emphasis on civil law

Preferred:

- Prior experience in municipal criminal prosecution or defense, including actual trial experience (bench and jury); Law school clinical experience, clerkships or internships will be considered
- Municipal law or public entity representation experience

Certifications or Licenses:

- Requires a valid Colorado driver's license.
- Requires active membership in the Colorado State Bar Association or the ability to obtain membership.

Other requirements: Knowledge, Skills and Abilities

- Knowledge of federal and state laws affecting city governments.
- Knowledge of city ordinances, particularly those relating to the authority of functions of City departments.
- Knowledge of the established precedents and sources of legal reference applicable to City activities.
- Knowledge of legal principles and practices
- Ability to communicate effectively in orally and in written form.
- Ability to attend legislative sessions, in order represents and promotes the interest of the City before committees and representatives.
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SUPPLEMENTAL INFORMATION:

TOOLS AND EQUIPMENT USED:

Handles computers, equipment or work aids involving some latitude for judgment regarding attainment of a standard or in selecting appropriate items.

PHYSICAL DEMANDS:

Performs sedentary work that involves sitting most of the time, but may involve walking or standing for brief periods of time; requires little or no dexterity.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet. While the majority of this position's duties are performed indoors, the incumbent will occasionally be asked to spend time in an out-of-door environment, in other premises, and in an automobile commuting to other City operating locations.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.fountaincolorado.org/>

116 S. Main Street

Fountain, CO 80817

719-322-2000

cbrisnehan@fountaincolorado.org

Position #2022-0066
ASSISTANT CITY ATTORNEY I OR II
LC
