SANDY CITY
APPROVED CLASS SPECIFICATIONS

I. Class Title: Senior Attorney

Revision Date: 8/02
EEO Code: Professional
Status: Exempt (Law Professional)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the City Attorney or Deputy City Attorney, performs more responsible and complex civil and criminal law functions which require the application of professional judgement and skill.

III. Essential Duties

- Performs more responsible and complex civil and criminal law functions for the City including advising and consulting with the Mayor, department heads, municipal employees, City commissions, boards and committees.
- Performs difficult legal research including extensive analysis of legal positions.
- Determines and applies complex legal principles and precedents to specialized problems and issues.
- Prepares ordinances, resolutions, contracts, leases and memoranda for consideration and approval.
- Prosecutes criminal cases including appeals to District Court and the drafting of legal materials such as complaints, arrest, and search warrants and subpoenas.
- Initiates and prosecutes actions to protect the city's interests including preparations of pleadings and briefs, oral arguments, trial and settlement negotiations.
- Represents Mayor, City Council, department directors and other committees, boards and employees.

IV. Marginal Duties

- Perform other duties as assigned

V. Qualifications

Education: Juris Doctorate Degree, membership in the Utah State Bar, and admission to practice before all state courts and U.S. District Court are required.

Experience: Five years of full-time paid employment in the practice of law, including trial work in court.

Knowledge of: Extensive knowledge of laws affecting municipalities and their employees, and rules of proper verbal and written communication; ethical principles; the organization, function and authority limitations of various City departments.

Responsibility for: Drafting contract provisions for city departments and must take basic requests by departments and translate into legal terminology with sufficient clarity to clearly describe the duties of each party to withstand court challenges; must clearly assign risks for negligence and failure to perform contract duties, damage risk ranges from a few hundred dollars to hundreds of thousands and more where serious injury results from a party's negligence; have responsibility for making decisions in matters of serious financial or practical consequence or involving the welfare of lives and property.

Communication Skills: Ability to effectively counsel, persuade, and inform others regarding city operations, policies and needs, under close scrutiny of the public, press, political interests, courts and other agencies of government; respond impromptu, examine witnesses effectively, and argue persuasively, often under hostile and stressful circumstances. Relate positively and professionally with legal counsel, judicial, administrative, and legislative officials, press representatives, co-workers, and members of the general public; exhibit patience and empathy with persons holding hostile or opposing views; maintain professional confidences; constructively and creatively solve problems and resolve disputes; represent the City with decorum in a manner which promotes public confidence in the City, its officials and employees.

Tool, Machine, Equipment Operation: Frequent computer use is required with ability to operate system, word processing and related software; regular use of a fax machine and a copier.

Analytical Ability: Great initiative and ingenuity is necessary; collect and rapidly assimilate facts; organize, analyze, and retain familiarity with large numbers of complex court cases; research effectively and require and retain familiarity with sophisticate and rapidly changing principles of law and apply principles to complex factual situations; concentrate and function effectively and independently under heavy workload demands in matters of serious financial or practical consequence or involving the welfare of lives and property.

VI. Working Conditions

Pressure and fatigue are present in this position due to exposure to stressful situations, overtime, and deadlines; constant attendance is required; work assignments are broad and performed with little or no supervision or checking; work is referred to supervisor only when policy questions arise.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.