



CITY OF

Federal Way

Human Resources
33325 8th Avenue South
Federal Way, WA 98003-6325
Job Information Line (253) 835-2505

EMPLOYMENT OPPORTUNITY

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ASSISTANT CITY ATTORNEY
Law Department
Job #17-033

EMPLOYMENT STATUS: Regular, Full-Time

OPENS: March 24, 2017

SALARY RANGE: \$ 7,949 – \$10,068/month

CLOSES: Open Until Filled
1st review of applications on April 7, 2017

BASIC FUNCTION: Under the direction of the City Attorney, provide legal counsel and expertise to Mayor, City Council, departments, and commissions; represent the City in judicial and administrative litigation, negotiations, and other proceedings; render legal opinions concerning various municipal law issues. Draft and review contracts, Interlocal agreements, and other legal documents and instruments.

ESSENTIAL JOB FUNCTIONS:

- Provide legal advice and support to the City Attorney, City officials and City departments regarding a variety of municipal issues, including: governance, code and law compliance, employment/labor relations, zoning and land use, public works, land acquisition, business licensing issues, police, public records, contracts and other municipal law issues.
- Perform extensive and comprehensive legal research, make legal interpretations, and render legal opinions on issues involving municipal law. Draft and review contracts, Interlocal agreements, real estate documents, ordinances, resolutions, and other legal documents.
- Represent the City in judicial and administrative litigation, negotiations, and other proceedings where the City is a party or witness; prepare and litigate cases and make recommendations to the City Attorney and City officials on the settlement of claims and litigation; direct and coordinate outside counsel's litigation practices and activities.
- Prepare oral and written presentations and attend a variety of hearings, meetings, conferences and other gatherings. Represent the City in various committees, organizations, and groups.
- Serve in a legal advisory capacity for the Mayor, department leads and departments; provide code interpretation; assist departments in the development of codes, policies and procedures; provide legal interpretations and opinions.
- Perform extensive and comprehensive legal research on issues involving major significance to municipal operations.
- Review and prepare contract documents, procurement and construction contracts, interagency agreements, leases, agreements, clams, ordinances, resolutions, and other legal documents.
- Provide professional advisory and administrative support services to City officials, departments, intergovernmental entities, and other governing bodies.
- Represent the City in judicial and administrative hearings; monitor litigation with outside counsel. Assure the preparation and maintenance of a variety of records, files and reports related to the City's civil litigation.
- Maintain current knowledge of municipal issues, legislation and regulations related to municipal law topics.
- Respond to public inquiries regarding municipal legal requirements, public records and consumer complaints; provide information and assistance or refer to appropriate State of Federal agencies.
- Communicate with law enforcement and regulatory agencies, court personnel and others to coordinate efforts, exchange information and assure compliance with regulations and grant requirements.
- Represent the City and present information at hearings and meetings.
- Operate a variety of office equipment, including a personal computer, copy machine, facsimile and overhead machine; operate a vehicle to carry out assigned duties.
- Perform related duties as assigned.

KNOWLEDGE OF:

- Federal, State and local laws and regulations affecting municipalities.

EQUAL OPPORTUNITY EMPLOYER

- Legal research, methodology, preparation and review of legal documents and instruments involving significant impact on City operations.
- Case preparations and litigation techniques.
- Municipal government structure, operation, and jurisdiction.
- Principles, practices, and procedures of civil and criminal law.
- Organization and analysis of case facts and legal precedents.
- Interpersonal skills using tact, patience, and courtesy.
- Legal writing and report writing techniques.
- Public speaking techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Complex legal record-keeping techniques and requirements.

ABILITY TO:

- Perform functions and demonstrate knowledge and abilities.
- Analyze, evaluate and organize case facts, evidence, and precedents.
- Prepare and deliver effective oral presentations and arguments.
- Read, interpret, apply, and explain codes, rules, regulations, policies and procedures.
- Communicate complex legal issues orally and in writing to a variety of audiences in a clear, comprehensive, effective, and professional manner.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and time lines.
- Work independently with little direction.
- Physical ability to perform the essential job functions.
- Demonstrated ability to positively and effectively interact with diverse individuals to accomplish a common goal.
- Communicate effectively with a variety of individuals in different settings.

EDUCATION AND EXPERIENCE:

Requires Law Degree with admission to the Washington State Bar Association and four years municipal civil law experience, with a minimum of two years civil litigation.

LICENSES AND OTHER REQUIREMENTS:

Member of the Washington State bar Association; valid Washington driver's license.

TO APPLY: Please complete a required City of Federal Way application form and attach resume and cover letter. Applications are available at City Hall, 33325 8th Avenue South, Federal Way, WA 98003, on our website at www.cityoffederalway.com, or by calling 253-835-2530

The City of Federal way is an equal opportunity employer committed to a diverse workplace. Applicants may request a copy of the City's EEOP Utilization Report by contacting Human Resources at 253-835-2531. Any person requiring ADA accommodation should advise the City of the need. For telecommunications relay service for voice and text telephones call 7-1-1 or 1-800-833-6388/TTY or 1-800-833-6384/voice.