



CITY OF VANCOUVER
invites applications for the position of:
Assistant City Attorney
I/II

An Equal Opportunity Employer

SALARY: Annually
\$34,524.00 - \$58,008.00

OPENING DATE: 04/03/17

CLOSING DATE: 04/17/17 11:59 PM

DEFINITION:

The purpose of this position is to prosecute misdemeanors and gross misdemeanors in District Court. Provide legal advice to city departments. Conduct legal research and staff specialty courts.

Position Details: This is a part-time (40 hrs every two weeks), regular, non-union, exempt position. ***This position is part of a job share and the anticipated work schedule would be 8:00am to 5:00pm on Wednesdays, Fridays, and every other Thursday.***

First preference will be given to candidates who meet the Assistant City Attorney II minimum requirements.

The City may also consider candidates who meet the Assistant City Attorney I minimum requirements, with preference given to those who have at least one year of prior relevant experience.

The City may also choose to not fill the position.

Salary:

0.5 Assistant City Attorney I: \$34,524 - \$44,880

0.5 Assistant City Attorney II: \$44,616 - \$58,008

Application Process:

- Complete the entire job application and answer supplemental questions.
- Attach required documents, if applicable.
- Submit your application before the due date and time.
- Receive confirmation email. If you do not receive a confirmation email following submission, check your junk/spam mail. Contact HR Assistant Bret Kertz at bret.kertz@cityofvancouver.us or (360) 487-8412 immediately.

The candidate list may be used to fill future vacancies.

Your application may be rejected as incomplete if you do not include the relevant information in the online application and include the information only on the resume. Applications and/or Supplemental Questions that state "see my resume" or "see my personnel file" are considered

incomplete and will not be accepted. Cover letters and/or optional resumes are not accepted in lieu of a completed application.

FUNCTIONS:

- Represent the City by prosecuting various criminal offenses, municipal code violations and probation violations. Prepare pre-trial motions and jury instructions; prepare for and defend against motions to limit evidence or suppress evidence; initiate or respond to appeals, writs of review; write briefs and oral arguments; conduct plea bargain negotiations with defense attorneys and individual defendants.
- Coordinate investigation efforts and cultivation of partnerships with social service programs and law enforcement.
- Review reports and conduct legal research.
- Locate and interview witnesses.
- Act as internal counsel in advising City officials on the development and interpretation of municipal policy and actions related to the domestic violence unit, various legal specialties, and applicable areas as assigned.
- Perform related duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience

- A Juris Doctorate from an accredited law school.

Assistant City Attorney II

- Three (3) years of related experience previous prosecution.

Assistant City Attorney I

- Some previous prosecution experience preferred.

Equivalent combinations of education and experience may be considered.

Computer Skills

- Intermediate skills in Microsoft Outlook and Word.
- Proficiency in using online legal research services, preferably Lexus

Required Licenses and/or Certifications

- License and membership in good standing in the Washington State Bar Association.

Knowledge

- Legal Principles and their application within area of assignment, including but not limited to criminal law and criminal procedure
- Methods, procedures, and practices used in the preparation of legal instruments
- Judicial procedures and rules of evidence
- Precedents applicable to criminal prosecution and all other assigned legal specialties
- Organization, powers and limitations of municipalities
- Operational characteristics, services and activities of a municipal law program
- Pertinent federal, state and local laws in area of assignment
- Modern office procedures, methods and computer equipment
- Use of personal computers and basic software

Abilities

- Perform the complete range of criminal prosecution legal work and present cases before any court within the state
- Analyze legal problems and apply legal principles and practices
- Present facts, arguments and laws clearly and logically in written and oral form
- Conduct legal research
- Draft ordinances, contracts and other legal instruments, including pleadings and briefs
- Represent the City in various civil and criminal proceedings
- Prepare sound legal opinions
- Operate a personal computer and appropriate software
- Work in a manner consistent with the City of Vancouver's Operating Principles
- Work and act as a team player in all interactions with other City employees
- Provide a high level of customer service at all times
- Project and maintain a positive image with those contacted in the course of work
- Develop and maintain collaborative and respectful working relationships with team members and others
- Consistently provide quality service
- Maintain regular and dependable attendance

SUPPLEMENTAL INFORMATION:

This position is subject to successful completion of a pre-employment reference check.

The 'Work Experience' and/or 'Education' sections of your application must clearly describe how you meet the qualifications for this position as listed above.

A resume or position description will not be accepted in lieu of a completed application.

Incomplete or late applications will not be considered.

For questions about the job announcement, call: 360-487-8417.

For technical help with online application, call 1-877-204-4442.

Application Help: <http://www.cityofvancouver.us/hr/page/general-applicant-information>.

Announcement information can be made available in an alternative format by calling 711 (Relay Operator for the Deaf).

The City of Vancouver is a TOBACCO FREE/DRUG FREE WORKPLACE

The City of Vancouver is an EQUAL OPPORTUNITY EMPLOYER

We strive to create a working environment that includes and values employees from all races, religion, color, sex, national origin, gender, sexual orientation, age or any other condition protected by federal, state or local law.

In conjunction with the Americans with Disabilities Act, disability will be considered only in context of an applicant's ability to perform essential functions of the job and to determine reasonable accommodation. The physical demands described in this job announcement are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityofvancouver.us>

OR:

415 W 6th St

P.O. Box 1995

Vancouver, WA 98668-1995

(360) 487-8417

Job #17-00038
ASSISTANT CITY ATTORNEY I/II
LP

hr@vanhr.org

An Equal Opportunity Employer

Assistant City Attorney I/II Supplemental Questionnaire

- * 1. Please tell us why you are interested in this position at the City of Vancouver.

- * 2. Do you possess a Juris Doctorate from an accredited law school and have a license and membership in good standing in the Washington State Bar (or qualify for reciprocal admission through the Washington State Bar)? Please provide your bar number.

- * 3. A resume and cover letter are required. Please confirm you have attached these items.
 Yes No

- * Required Question