



An invitation to apply for the position of

## **Assistant City Attorney**

**\$70,824.96 to \$107,072.64 DOE**

Applications due by 5:00pm on December 11, 2017

### **Spokane, Washington**

The City of Choice

Nestled in the Inland Northwest at the foothills of the Rocky Mountains, Spokane, Washington, is a vibrant growing community that still has a small-town feel. Spokane's affordable housing, growing arts and theater community, and fine colleges and universities make it a choice destination for families and working professionals alike, and outdoors enthusiasts will relish Spokane's prime location close to skiing, hiking, camping, lakes and beaches, and other recreational pursuits. Spokane is the business hub of the Inland Northwest, with an international airport, multiple business and industrial parks, and high-tech infrastructure. With seventeen local golf courses, award-winning local wineries, and Broadway plays at the Opera House, Spokane is a fantastic place to put down roots. There's something here for everyone.

#### **Nature of Work**

Performs full range of legal services for City departments and agencies.

#### **Supervision**

Works independently subject to guidance by City Attorney or Senior Attorneys. May supervise junior attorneys and support staff in specific projects or areas of expertise.

#### **Examples of Work**

Conducts independent legal research, renders oral and written opinions on major substantive, procedural, and administrative issues to major City departments, boards and commissions.

Drafts ordinances, regulations, major contracts, proposals for state legislation and other legal documents.

Drafts, reviews, and assists in the administration of City contracts and other procurement.

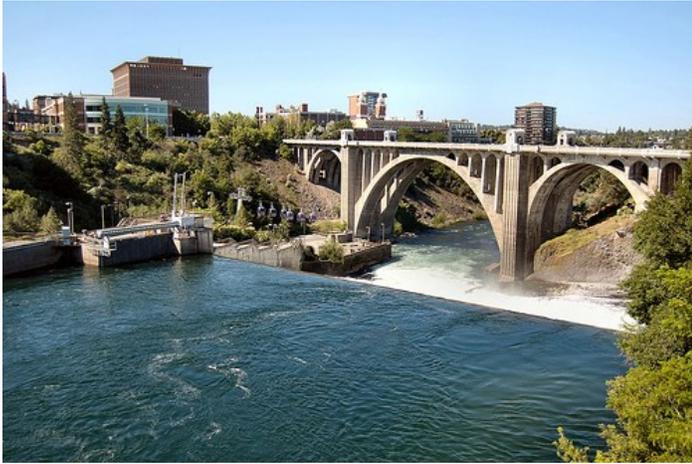
Attends meetings of major City boards and commissions as legal advisor to City officials.

Prepares and conducts major litigation before federal, state, and local courts, and administrative agencies and other adjudicative bodies.

Negotiates and recommends settlement of claims filed against the City. Analyzes changes in state and federal laws and court decisions and provides legal guidance to City departments as to method of compliance with new requirements.

Provides legal assistance and guidance to other attorneys within specific area of expertise.

Conducts negotiations on behalf of City administrative staff, City boards and commissions.



Participates as active member (non-legal role) in various City administrative and management projects.

Good moral character and integrity in matters pertaining to professional responsibilities.

Performs other related work as required.

### **Requirements of Work**

Recommended: Admitted to practice before United States District Court for the Eastern District of Washington.

Able to express legal concepts in clear and concise language for the City Council, Mayor, City officials and staff and the general public.

Extensive knowledge of municipal law and the practices and procedures of the City government. Demonstrated expertise in specific areas of municipal law.

Able to organize and manage own work and supervise support staff and junior attorneys.

Able to foster and maintain effective professional relationship with City officials and staff, colleagues and general public.

### **Minimum Education and Experience**

Juris doctor or equivalent degree.

Membership in Washington State Bar Association.

Five years' experience in practice of law required, with three years' experience in municipal law recommended.

### **Behavioral Standards:**

Respectful, courteous, and friendly to customers, other City employees, and City leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other City employees. Gets along with co-workers and managers. Positively represents the City, maintaining the trust City residents have placed in each of us. Demonstrates honest and ethical behaviors.

To apply, please send a cover letter, resume, and exempt application, to Greg Kinyon, 808 W. Spokane Falls Blvd, 4th Floor City Hall, Spokane, WA 99201 or [gkinyon@spokanecity.org](mailto:gkinyon@spokanecity.org). Fax: (509) 625-6379.

**The City of Spokane is proud to be an  
Equal Opportunity / Veteran's Preference Employer**

