

City of Spokane Valley Employment Opportunity

POSITION: Part-Time Attorney

ABOUT THE CITY: Spokane Valley is a city with a current population of over 94,000 located on the eastern border of Washington State in the heart of the Inland Northwest. We pride ourselves on quality neighborhoods and schools, along with strong business and retail centers. Friendly people, natural surroundings and beautiful weather are part of what makes our community a favorite destination. Spokane Valley is a high-performing organization, and employs the use of best practices. We are a workforce based upon loyalty, accountability and professionalism. We place a high value on customer service, and take a team-oriented, collaborative approach to the way we do business. If working for a fast-paced, evolving organization appeals to you, and you desire a work environment that is intellectually stimulating, respectful and rewarding, we urge you to complete an application.

ABOUT THE POSITION: Spokane Valley is seeking a highly qualified and enthusiastic attorney to serve our City as a part-time Attorney in the Office of the City Attorney. The ideal candidate will have excellent technical skills and a strong desire to provide superior service to both internal and external customers. The position will begin early January, 2018. The work includes full responsibility and handling of all cases received from the City's Code Enforcement division, including representing the City in Superior Court on code enforcement cases. If time allows, this position will assist the City Attorney on a full range of municipal issues. The position is part-time and consists of 20 hours per week. Daily hours are somewhat flexible, however the part-time attorney must be able to attend hearings on Friday mornings.

SELECTED EXAMPLES OF DUTIES: Review cases received for prosecution from the City's Code Enforcement division for compliance with applicable City and state codes and regulations. Locating and contacting responsible property owners, preparation of compliance agreements with property owners, coordination of abatement of properties, preparation of all Code Enforcement court pleadings in cases, representation of the City on all code enforcement court hearings and trials, and maintaining a court calendar. If time allows, assisting the City Attorney and Deputy City Attorney on researching and writing legal memoranda outlining potential policy changes, drafting ordinances and resolutions, and occasionally giving presentations to City Council.

DESIRED MINIMUM QUALIFICATIONS: Education and Experience: Graduation from a four-year college or university, and a Juris Doctor degree are required. A minimum of three years previous prosecution or litigation experience preferred. Experience in municipal law highly desirable but not required. Recent law graduates may be considered. **Necessary Knowledge, Skills and Abilities:** Thorough knowledge of civil litigation and applicable City and state laws and regulations affecting code enforcement activities. The ideal candidate should possess experience drafting court pleadings, be attentive to detail, have confidence in presenting oral arguments in the courtroom, and communicate effectively with employees, property owners, court personnel, City officials, and the general public.

SPECIAL REQUIREMENTS: Must possess a valid Washington State driver's license or have the ability to obtain one prior to employment. License to practice law in the state of Washington required. Successful completion of a background check, including a criminal history check, is a requirement of employment at Spokane Valley.

SALARY: Anticipated hiring range is \$2,624.10 - \$2,916.66 per month. Full salary range is \$2,624.10 - \$3,958.70 per month. This is a FLSA-exempt, non-represented position in the Office of the City Attorney.

BENEFITS: Health benefits are provided through the Association of Washington Cities Employee Benefit Trust. The City currently provides medical, dental, life, long term disability, vision, and Employee Assistance benefits. Holiday, vacation, and other paid leaves are provided. The required retirement system of the City is Washington Public Employee's Retirement System (PERS) which requires an employee contribution. The City does not participate in Social Security. However, the City has adopted an ICMA-RC 401(A) Social Security substitute plan with the same contribution rates as FICA.

TO APPLY: Interested and qualified persons are invited to submit a complete City application, résumé and cover letter, and list of five (5) work-related references (name and phone number) via our [Online Application System](#).

APPLICATION DEADLINE: Apply Immediately. Posted November 20, 2017. First review will begin at 4:00 PM December 18, 2017. Position will remain open until filled.

*The City of Spokane Valley has a policy of limiting tobacco use in the workplace.
We are an Equal Opportunity Employer*

10210 E. Sprague • Spokane Valley, WA 99206 • Ph: (509) 720-5000 • Fax: (509) 720-5090