



CITY OF MARYSVILLE  
invites applications for the position of:  
**Deputy City Attorney**

An Equal Opportunity Employer

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**SALARY:** \$9,880.00 - \$12,394.00 Monthly

**OPENING DATE:** 11/15/17

**CLOSING DATE:** Continuous

**POSITION SUMMARY:**

**Salary: \$9,880 - \$12,394 monthly; \$118,555 - \$148,727 annually (2018 rates).**

**Open until filled.**

Under the direction of the City Attorney this position performs a variety of complex legal functions; provides legal counsel and expertise to City departments, committees and commissions; and represents the City in litigation, negotiations, and other legal proceedings. This position requires extensive knowledge of municipal, State and federal laws.

The work performed by this class requires incumbents to apply professional knowledge and expertise as well as established guidelines and alternatives to determine facts, analyze problems, and make decisions without immediate supervisory review; incumbents may respond to sensitive and complicated inquiries or problems related to departmental programs or policies. The work requires judgment in selecting the appropriate planning methods and procedures for accomplishing project assignments, and incumbents perform their daily work independently and alert their supervisor to potentially controversial issues.

**EXAMPLES OF JOB DUTIES:**

*Other duties may be assigned as needed.*

1. Provide a variety of professional legal services for various divisions or departments within the City.
2. Prepare and draft a variety of legal documents and instruments including ordinances, resolutions, motions, briefs, contracts, and agreements; review contracts and other documents for compliance with legal requirements.
3. Serve in an advisory capacity to departments and divisions within the city; provide legal counsel and expertise as needed to protect the best interests of the City.
4. Research and prepare opinions on various legal problems for City departments, governing boards or officials; draft responses to inquiries regarding City legal matters.
5. Investigate claims and complaints by or against the City and recommend action to be taken.
6. Represent the City in administrative hearings and in municipal, State and federal courts; defend suits and claims filed against the City.
7. Prepare cases and represents the City at hearings before boards and commissions, such as the Planning Commission, Civil Service Commission, LEOFF I Disability Board, Growth Hearing Board, and Boundary Review Board.
8. Negotiate contracts and other agreements with private parties, other governmental bodies, and state and county agencies.

9. Perform a variety of trial preparation duties including organizing case information, analyzing evidence and pertinent facts, interviewing witnesses, and developing arguments.
10. Assure the maintenance of accurate and complete files and records related to litigation, legal opinions and professional information.
11. Perform special projects requiring knowledge of municipal law and related legal issues.
12. Exercises sound and ethical judgment in the decision-making processes required of the position.

**QUALIFICATIONS:**

A combination of the experience, education, and training listed below which provides an equivalent background to perform the work of this position.

- Three years of increasingly responsible professional experience including one year of experience in municipal and civil law.
- Graduation with a Juris Doctorate degree from a law school accredited by the American Bar Association.
- Active membership in good standing with the Washington State Bar Association.
- Knowledge of local, state, and federal civil laws and regulations, and constitutional law affecting municipalities.
- Knowledge of legal precedents and court decisions affecting local government.
- Knowledge of municipal codes, regulations, and ordinances; municipal government structure and operations and the relationship between municipalities and other public jurisdictions.
- Knowledge of legal research and report writing functions.
- Knowledge of case file preparation and documentation.
- Knowledge of civil and criminal law procedures, rules and terminology; civil and criminal court procedures, rules, and litigation techniques.
- Knowledge of IBM compatible computers and software applications related to assigned area of responsibility.
- Must possess, or have the ability to possess within one month of hire, a valid Washington State Driver's License.

**WORK ENVIRONMENT:**

*The physical demands and characteristics of the work environment described here are representative of those occurring in the performance of the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the essential functions of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must frequently lift up to 10 pounds; occasionally lift and/or move 10 to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

This position is usually assigned to an office, and the noise level in the work environment is usually low to moderate. While performing the duties of this job, the employee is occasionally exposed to toxic or caustic chemicals, i.e. copier toner.

Work is performed mainly during City office hours; however, some travel will be required and incumbent must attend night meetings of the City Council or City boards and commissions.

Regular and reliable attendance is an essential function of this position.

This position description generally describes the principle functions of the position and the level of knowledge and skills typically required. It does not constitute an employment agreement between the employer and employee, and it is subject to change as the needs of the employer and the requirements of the job change,

*The City of Marysville is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to race, creed, color, sex, national origin, age, marital status, sexual orientation, or the presence of a non-job-related medical condition or disability.*

**Posted in-house: 11/16/17 - 11/22/17.**

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://marysvillewa.gov>

Job #00259  
DEPUTY CITY ATTORNEY  
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OUR OFFICE IS LOCATED AT:

1049 State Avenue  
Marysville, WA 98270  
360.363.8000  
[jobs@marysvillewa.gov](mailto:jobs@marysvillewa.gov)

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### Deputy City Attorney Supplemental Questionnaire

1. Brief answers to the following supplemental questions will help us determine whether candidates meet the minimum requirements for this position as listed in the job posting. "See resume" or "see application" are not sufficient answers to these questions.
  - \* 2. Do you currently possess a Juris Doctorate degree from a law school accredited by the American Bar Association.  
 Yes    No
  - \* 3. Are you currently an active member in good standing with the Washington State Bar Association?  
 Yes    No
  - \* 4. Briefly list previous positions (titles, agencies/law firms, and length of employment) where you performed duties as a practicing attorney. Be specific in listing your experience in municipal law.
- \* Required Question