

# Assistant City Attorney

DEPT: Legal Services  
DIV:  
DATE: July 2016

FLSA: Exempt  
EEOC: Professionals



## POSITION SUMMARY

Performs **professional civil and criminal law functions** prosecuting criminal misdemeanors in both the Fourth District Court and the Lehi City Justice Court, represents the city in civil litigation, attends meetings of and advises the Lehi City Planning Commission, prepares contracts, and advises the city on legal matters as assigned by the City Attorney.

## SUPERVISION RECEIVED

Works under the general supervision of the City Attorney.

## SUPERVISION EXERCISED

Provides close to general supervision to part-time city prosecutors, Paralegal Assistant, Senior Legal Secretary Legal Secretary, and Legal Intern(s). Administers the city's contract with outside attorneys who may be retained to perform prosecution duties.

## ESSENTIAL FUNCTIONS

Manages the day-to-day operations of the prosecution function of the legal department; manages prosecution staff, participates in selection processes and makes hiring recommendations for prosecution staff; monitors employee performance and makes decisions affecting employee status, i.e., retention, advancement, discipline and discharge for prosecution staff.

Directs and conducts the day-to-day operations of the prosecution function of the department related to the prosecution of class "B" and "C" misdemeanors and infractions, including traffic violations, code enforcement, domestic violence, child abuse, etc., in justice and district courts; receives case reports, examines evidence, interviews victims, witnesses, and law enforcement officers; may assist to administer the handling of all class "A" misdemeanors by contracted attorneys.

Performs preliminary screening to determine probable cause for charges and oversees administration of case load by prosecution staff to coordinate the preparation of necessary documentation; monitors case progress from the filing of criminal informations to sentencing and orders to show cause to assure efficient and effective processing; and attends all court proceedings related to the prosecution of criminal charges. When city prosecution duties have been contracted to outside attorneys, the assistant city attorney administers the contract to ensure that the city's interests are fairly and professionally protected.

Prepares for court by performing legal research, drafting briefs, gathering and analyzing evidence, and preparing jury instructions in order to prosecute criminal cases to the full extent of the law and within the bounds of sound prosecutorial discretion.

Prepares writs, subpoenas, motions, orders and other legal documents; submits regular reports, written or verbal to apprise supervisor of status of assigned cases.

Works closely with the Lehi City Police Department to: 1) establish a relationship of mutual trust and respect; 2) coordinate and provide legal advice related to the investigation and prosecution of criminal cases; and 3) prepare and conduct legal topic training for police officers to increase the efficiency and quality of criminal investigation and prosecution.

Attends all meetings of the Lehi City Planning Commission and advises the Planning Commission and city staff on all laws, rules, and regulations related to land use items considered by the Planning Commission. Provides training for the Planning Commission and other boards, etc., concerning the legal requirements of their respective responsibilities including the Utah Open Meetings Act and GRAMA.

Handles legal issues related to land use laws and regulations; oversees assigned areas of law and legal processes related to municipal civil litigation, liability claims, contracts, code revisions, etc.

Performs related duties as required.

## MINIMUM QUALIFICATIONS

1. Education and Experience:
  - A. Graduation from college with a Juris Doctorate Degree from accredited law school by the American Bar

Association;

AND

B. Five (5) years of experience as a practicing attorney in municipal law, civil litigation, and/or employment law.

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

**Thorough knowledge of** advocacy techniques; the principles of law and their application; criminal trial procedures and the rules of evidence; Utah Code, constitutional provisions and local ordinances as they apply to municipal government and its operation; case law related to a variety of municipal government subjects; civil litigation procedures and practices. **Working knowledge of** principles of supervision; budget administration and fiscal management.

**Ability to** successfully conduct the prosecution of criminal cases and civil litigation matters; present statements of fact, law and argument cleverly and logically; gather and evaluate information obtained through research investigations and interrogations; analyze and evaluate facts and evidence and to apply them to individual cases and problems; give sound legal advice to the city and its departments, boards and commissions when requested to do so; develop effective relationships with the public, law enforcement, city and other government officials, and judicial personnel; supervise subordinates.

3. Special Qualifications:

License to practice law in the State of Utah.

Must have first chair criminal jury trial experience or a demonstrated ability to handle a misdemeanor criminal jury trial as first chair.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Tasks require considerable time on project sites exposing the incumbent to a wide spectrum of weather conditions. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)