



City of Lake Oswego, Oregon

Job Description

DEPUTY CITY ATTORNEY II

FLSA Status: Exempt

Union Representation: Non-represented

Salary Grade: 585

Job Code: 1130

Class Summary

Under general direction, provides assistance to the City on legal matters, and prepares and prosecutes municipal court criminal, traffic, and code enforcement cases. Plans and directs legal actions within the limits of the general policies of the City and established standards and practices of the legal profession.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Prepares and prosecutes municipal court criminal, traffic, and code enforcement cases, including making charging decisions, performing legal research, drafting pleadings, negotiating cases, preparing witnesses, and conducting motion hearings, jury trials and appeals.
2. Provides legal advice to the City police department concerning law enforcement issues, including legality of police actions, interpretations of applicable laws and constitutional provisions, and citation and arrest decisions.
3. Provides legal advice to City staff in all areas of municipal law, determines alternative legal and administrative solutions to problems confronting City staff and renders oral and written opinions on legal questions and issues.
4. Reviews and edits contracts and contract procedures for major City purchases, franchises, and intergovernmental agreements, evaluating content and form; drafts City contracts, franchises and intergovernmental agreements; negotiates contractual provisions with other parties or their attorneys.
5. Prepares and approves proposed ordinances and resolutions for final approval.
6. Reviews and approves Planning Department findings and orders approving or denying land use applications in order to ensure conformance to City ordinances, state law, and constitutional requirements.
7. Provides legal advice to Planning Department staff on land use and Code enforcement issues, providing written and oral opinions relating to procedural requirements and interpretations of applicable City code, state law and constitutional requirements.
8. Advises and provides legal interpretations to Planning Commission and Development Review Commission during all adjudicative and legislative hearings as well as work sessions; interacts with parties to pending hearings or with their attorneys to discuss or negotiate City legal positions or

interpretations; makes procedural rulings during hearings; reviews each commission's proposed findings and orders for legal sufficiency.

9. Responds to inquiries from the public concerning City ordinances, prosecutions, land use procedures, and legal positions of the City.
10. At City Attorney's request, and in the absence of the City Attorney, serves as counsel to the City Manager and City Council, including attending City Council meetings and conferences with City officials.
11. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Management principles and practices.
- City codes, City Charter and ordinances.
- Local, state and federal constitutional and statutory provisions relating to municipalities.
- Accepted legal principles and court decisions.
- Judicial procedure, rules of civil and criminal procedure and rules of evidence.
- Criminal and civil law principles.
- Personal computers and related software applications.

Skills and Abilities to:

- Interpret codes, ordinances and laws.
- Analyze, appraise and organize facts, evidence and precedents and presenting them in reports.
- Present cases.
- Determine when to appeal, when to negotiate, and when to pursue major actions.
- Write codes and ordinances.
- Write contractual agreements.
- Prepare cases for court.
- Present cases in a courtroom
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

Juris Doctorate and four years of related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Supervisory experience is desired.

Licensing and Other Requirements:

Some positions in this classification may be required to possess a valid driver's license and ability to meet the City's driving standards. Must be in good standing with the Oregon State Bar.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director

Date

Human Resources Director

Date

Employee

Date

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.