



**PARK CITY MUNICIPAL CORPORATION  
JOB DESCRIPTION**

**Attorney IV / Assistant City Attorney  
Legal Department  
Position # 11240  
Reports to: City Attorney**

**Updated: May 2012      FLSA status: Exempt**

**JOB SUMMARY**

Under the direction of the City Attorney or Deputy City Attorney, serves as in-house counsel to the City Council and all of the City's boards, commissions, and staff. Area of practice is concentrated within the following fields of law: local government, land use, state and federal constitutional law, contracts, real property, employment, criminal prosecution, and civil litigation.

**EXAMPLES OF TYPICAL JOB DUTIES**

Provide legal advice to City Council, boards, commissions, and to staff on all matters the City undertakes. May be assigned to advise the police or other departments of the City. Exercises discretion and independent judgment with respect to legal matters concerning the city.

Lead and develop educational seminars for officials and staff regarding legal issues.

Represent the City in various civil and criminal litigation matters and draft, review, and present pleadings, motions, and oral arguments.

Reviews evidence pertinent decisions, policies, regulations, and other legal matters pertaining to cases.

Pretrial case management including discovery, investigation, witness interviews, depositions, and retention of expert witnesses.

Represent the City at bench and jury trials.

Legal research and memorandum preparation.

Conduct public education as necessary regarding City policies, positions, and opinions. Provides office consultation and assistance to citizens involving a wide variety of problems, complaints, grievances, citations and dissatisfactions.

Attend City Council, Board & Commission, and weekly department meetings as assigned.

Performs legislative and title research

Draft and review ordinances, resolutions, contracts, plats, and legal documents.

Prepare legal briefs and oral arguments before appellate bodies including the Utah Court of Appeals and the Utah Supreme Court,

Advise officials and staff regarding issue of record retention, classification and disclosure.

Reviews staff reports for boards and commissions as assigned.

Primary responsibility for criminal prosecution. Conducts prosecution in court proceedings on behalf of the City, including reviewing evidence, preparation of pleadings and briefs, appearing against accused persons and presenting evidence to courts. Conducts investigations to determine if prosecution is warranted. May negotiate settlement of complaints to facilitate their termination and eliminate trial expense. Prepares a variety of legal material, including Informations, warrants, subpoenas, etc., and makes necessary arrangements to have them served.

Consults with and advises Police Department and City Code enforcement personnel, City officials, employees and the general public on matters concerning criminal law.

Coordinate interactions between the Park City Police Department and the City Attorney's Office.

Maintains legal update file to trace recent developments re: local government law

Attends development opportunities including continuing legal education training.

Other duties as assigned.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Extensive knowledge of principles of criminal and civil law, judicial procedures and rules of evidence
- Ability to establish and maintain effective professional and working relationships with elected officials, department heads, officials, employees of other agencies, members of the news media and the general public
- Ability to maintain confidentiality related to complex legal matters.
- Public relation and speaking skills
- Ability to effectively manage a courtroom setting
- Ability to work well with others
- Ability to effectively manage time
- Proficiency in Microsoft Office applications, Lexis Nexus, and other related software
- Negotiation skills

#### **EDUCATION AND/OR EXPERIENCE**

##### **Required:**

- J.D. from accredited law school
- Admission to Utah State Bar
- Computer literacy in Microsoft Office software
- 4 years criminal prosecution or litigation experience

##### **Preferred:**

- 1 year municipal experience
- 2 years land use experience

**PHYSICAL DEMANDS**

- While performing the duties of this job, the employee is frequently required to sit, talk and hear.
- The employee is occasionally required to use hands to finger or handle objects, controls, or tools.
- Must be able to reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

- Considerable exposure to stressful situations
- Work is performed primarily in a climate controlled office setting. May involved extended periods of sitting, typing on a keyboard, and using a telephone among other office equipment including copier, fax, etc.
- May require small amounts of travel to and from meeting and court proceedings.
- The noise level in the work environment is usually moderate to low.
- Occasional non-traditional working hours which may include evening and weekend meetings.

*The physical demands and work environments described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Accommodations will be examined on a case-by-case basis.*

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required by personnel so classified.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Supervisor of Position