

**CITY OF KALISPELL**  
AN EQUAL OPPORTUNITY EMPLOYER  
Job Description

Class Title:           **Assistant City Attorney**  
Department:          City Attorney's Office  
Salary Range:        \$65,562 - \$83,926 DOQ  
Benefits:             100% paid health insurance for employee & reduced rates for dependents, State retirement plan, 3-weeks' vacation, paid sick leave, 10 State and Federal holidays.  
FLSA:                 Exempt  
Date:                 January 31, 2018

**A. GENERAL PURPOSE:**

Serves under the City Attorney performing a variety of complex, technical and professional work within the municipal environment, primarily in the prosecution of misdemeanor crimes, drafting of communications, and litigation documents, advising the various municipal departments as to legal rights, obligations, practices as these relate to applicable local, state or federal law.

**B. SUPERVISION RECEIVED:**

Works under the supervision and guidance of the City Attorney and Adjutant City Attorney.

**C. SUPERVISION EXERCISED:**

Legal Secretary or other employees as assigned

**D. ESSENTIAL DUTIES AND RESPONSIBILITIES (95%):**

a. General

- i. It is expected that every employee should be on time, fully prepared, every day the employee is scheduled to work. We expect every employee to strive for perfect attendance.
- ii. Work assignments are made orally and in writing. Work is performed with considerable independence in judgment and decision-making, within established policies, procedures, rules, regulations and guidelines. Work is reviewed through observation, conferences, and periodic reports and for results obtained.
- iii. The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. As skills are developed work will expand to include the following:
  - b. Shares in responsibility of the criminal prosecution duties of the city, which includes criminal and civil litigation in Municipal and District Court and appeals to the Supreme Court.
  - c. Assists in providing professional advice to the department heads and particularly the Police Department..
  - d. Specifically prosecutes matters involving domestic violence and works with the community in efforts to reduce domestic violence; provides reports to satisfy any grant requirements funding the position.
  - e. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
  - f. Issues written and oral opinions; assigns duties to the legal secretary and examines work for exactness, neatness, and conformance to policies and procedures.

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- g. Maintains harmony among workers and resolves grievances.
- h. Performs or assists subordinates in performing duties; adjusts errors and complaints.
- i. Prepares a variety of studies, reports and related information for decision-making purposes.
- j. Assists department directors to see that all laws and ordinances are faithfully enforced.
- k. Advises City and judicial officers of legal conditions and current and future trends; issues legal opinions.
- l. Attends all meetings of the administration at which attendance may be required.
- m. Advises city officials of changes to state or Federal laws affecting city operations in assigned area of responsibility.
- n. Gathers evidence in criminal cases for prosecution.
- o. Conducts research, interviews clients, and witnesses and handles other details in preparation for trial.
- p. Prepares legal briefs, develops strategy, arguments and testimony in preparation for presentation of case.
- q. Represents City in court, and before quasi-judicial or administrative agencies of government, as required.
- r. Interprets laws, rulings, and regulations for city officials and staff in assigned area of responsibility.
- s. Confers with colleagues with specialty in area of law to establish and verify basis for legal proceedings; serves as a liaison between outside legal counsel and city officials on specialized legal issues.

**E. PERIPHERAL DUTIES (5%):**

Assist the City Attorney and Adjutant City Attorney in primarily criminal matters as well as some civil matters.

**F. MINIMUM QUALIFICATIONS (Education and Experience):**

Graduation from an accredited law school with a Juris Doctor degree in law; and three (3) years of experience as a practicing attorney with litigation experience.

**G. KNOWLEDGE, SKILLS AND ABILITIES (KSA'S)**

- a. Considerable knowledge of state statutes relating to criminal conduct;
- b. Considerable knowledge of municipal infractions or laws with a misdemeanor or felony penalties;
- c. Working knowledge of municipal law;
- d. Skill in preparing briefs and other legal documents;
- e. Skill in operating the listed tools and equipment;
- f. Ability to prepare and analyze comprehensive legal documents;
- g. Ability to carry out assigned projects to their completion;
- h. Ability to establish and maintain effective working relationships with employees, city officials, the court system, and the general public;
- i. Ability to efficiently and effectively prosecute violations of the law.

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- j. Ability to work effectively with a wide range of persons, including, but not limited to situations in which individuals may be upset, angry, emotionally distraught over legal/criminal matters.
- k. Able to work independently.
- l. Communicate effectively with others, both orally and in writing, using both technical and non-technical legal language.

**H. SPECIAL REQUIREMENTS:**

A license to practice law in the State of Montana; member in good standing of the State Bar of Montana.

**I. TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing programs; calculator, telephone, copy machine and fax machine.

**J. PHYSICAL DEMANDS:**

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.
- c. 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.

**K. WORK ENVIRONMENT:**

- a. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- b. The noise level in the work environment is usually moderately quiet.

**L. SELECTION GUIDELINES:**

- a. Formal application, rating of education and experience; oral interview, reference and criminal background checks.
- b. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.
- c. Kalispell is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

