



## JOB ANNOUNCEMENT

Midvale City Human Resources  
7505 S Holden Street  
Midvale, UT 84047  
801-567-7200  
[www.midvalecity.org](http://www.midvalecity.org)

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### CITY ATTORNEY

**Opening Date:** November 16, 2022

**Salary Range:** \$94,786 - \$151,531

**Hiring Range:** \$94,786 – \$123,158

**Closing Date:** Open until filled

**Status:** Full-time, Exempt/Appointed

*The statements and information in this document are neither intended to nor do they create contractual or other rights on behalf of any person hired by the City.*

**This is an “at-will” position. The employee or the city may end the employment relationship at any time, with or without cause or explanation.**

#### **GENERAL PURPOSE**

Under the general direction of the City Attorney, the Deputy City Attorney represents the City as legal counsel in criminal and civil matters, including administrative and court proceedings. The Deputy City Attorney is responsible for management and administration as directed by the City Attorney. The Deputy City Attorney provides advice to the city manager, mayor, city council, and other city officials concerning legal rights, obligations, liabilities, and privileges. The Deputy City Attorney acts as the Assistant City Prosecutor.

#### **SUPERVISOR**

City Attorney

#### **POSITION(S) SUPERVISED**

None

#### **ESSENTIAL JOB FUNCTIONS**

- Meet performance standards established with the employee’s manager;
- Follow City and Department policies and procedures;
- Job attendance is required, except for authorized leave;
- Performs complex civil and criminal law functions for the City including legal research and extensive analysis of legal positions and application of complex legal principles and precedents to specialized problems;
- Prepares draft memorandums, briefs, resolutions, ordinances, and legal documents;
- Assists the City with land use and code enforcement issues;
- Assists in representing and defending the City against lawsuits and legal claims;
- Assists in representing the City in administrative hearings and appeals;
- Provides legal advice and support to City and RDA officials, administration, and departments;
- Responds to citizen questions about applicable municipal law;
- Serves as Assistant City Prosecutor and represents the City as needed in Justice Court, District Court, Court of Appeals, and Utah Supreme Court on criminal matters;
- Attends City Council, Planning Commission, staff, and other meetings as assigned by the City Attorney;
- Assumes certain office administrative duties and responsibilities;
- Assists City Attorney as requested;
- Performs the City Attorney’s duties in his/her absence;

- Perform other duties as assigned or required.

**Exempt Status:** While the schedule of the employee in this position is flexible, the following is expected to ensure availability and coverage within the department and duties are accomplished:

- Arrive for the workday no later than 8:00 a.m. unless extenuating circumstances dictate otherwise.
- Ensure coverage in the office during lunch hours.
- Limit the amount of time out of the office when coverage is limited.
- Ensure that work product is complete/up to date.
- All time off in excess of 2 hours must be approved by the department director or designee.
- Employee shall take into consideration their availability to the general public, developers and other employees.
- The City's adoption of a 10-hour workday provides for services to the public after 5:00 p.m. It is expected that this time is covered by this position or an approved designee.
- Attend meetings, or ensure coverage of meetings, beyond the 10-hour workday.

### **MINIMUM QUALIFICATIONS**

#### **1. Education and Experience:**

- Graduate from accredited law school with a JD degree and two years of experience in a legal capacity, preferably in the public sector with emphasis on municipal law.

#### **2. Special Qualifications, Licenses, Certifications:**

- Must possess and maintain a valid Utah State driver's license with periodic verifications by the City.
- Must be a member of the Utah State Bar Association.

#### **3. Knowledge, Skills and Abilities:**

- Working knowledge of federal, state, municipal, and employment law and legal terminology with emphasis on municipal law;
- Working knowledge of City departments and their legal needs;
- Skill in writing;
- Skill in absorbing raised issues and evaluating conflicting contention;
- Ability to communicate effectively verbally and in writing;
- Ability to apply very general arguments to specific instances;
- Ability to analyze and organize facts, evidence, and precedents and develop legal conclusions and applications.
- Ability to digest information and adjust legal strategies impromptu under stress.
- Ability to establish and maintain effective professional relationships with elected officials, City employees, court personnel, attorneys, and law enforcement.
- Ability to deal with the public directly under trying circumstances.

**4. Working Conditions:** Employee(s) in this position perform in generally comfortable conditions involving intermittent sitting, standing, walking, stooping, and reaching. While performing the duties of this job, the employee must occasionally bend, lift and/or move up to 25 pounds. Talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Periodic local travel required in course of performing portions of job functions. Considerable exposure to stress as a result of human behavior, frequent deadlines, and the general demands of the position.

### **NOTICE**

This job description in no way states or implies that these are the only tasks to be performed by the employee occupying this position. He or she will be required to follow any other instructions and to perform any other job-related duties requested by his or her supervisor. It is the policy of Midvale City to provide

and promote equal opportunity in employment, compensation, and other terms and conditions of employment without discrimination because of race, color, sex, religion, national origin, age, or disability. Human Resources will provide reasonable accommodations for any applicants during the selection process. If you have special needs, please call 801-567-7223. In the interest of the workplace and public safety, all offers, or employment are contingent upon the successful completion of a chemical screen for the purpose of detecting the presence of alcohol and/or controlled substances in the body. Midvale City requires as condition of employment, the use of direct payroll deposit to a bank or savings account.

**APPLICATIONS AND RESUME** must be submitted online at [www.midvalecity.org](http://www.midvalecity.org). This position is open until filled with the first review on **November 30, 2022**.

**MIDVALE CITY IS AN EQUAL OPPORTUNITY EMPLOYER**