



**CITY OF YAKIMA**  
invites applications for the position of:

## **Senior Assistant City Attorney II**

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**SALARY:** \$9,431.07 - \$12,036.27 Monthly  
\$113,172.80 - \$144,435.20 Annually

**OPENING DATE:** 12/23/20

**CLOSING DATE:** 01/18/21 04:00 PM

### **OVERVIEW AND MINIMUM CLASS REQUIREMENTS:**

**The Senior Assistant City Attorney is a part of a dynamic legal team in the Civil division which is committed to providing the highest quality counsel, representation and customer service to City staff and the community!**

The City of Yakima is a premier employer in the Yakima Valley offering a competitive benefit package including:

- Comprehensive medical, dental and vision coverage
- FREE healthcare clinic!
- WA State PERS pension plan
- Generous Paid Time Off (PTO) accruals
- Much more!

### **ADDITIONAL APPLICATION INFORMATION REQUIRED**

All applications must be completed in full **AND** have the following attachments to be considered. (Resume may not substitute for education and/or work history information required in the application)

- Resume
- Cover letter addressing your interest in the position and top qualifications
- Name and complete contact information for 4 references; to include at least two current or previous supervisors

### **MINIMUM QUALIFICATIONS:**

A Juris Doctorate from an accredited law school. Admission to practice law in the state of Washington, with at least eight (8) years' of progressively responsible legal work experience in municipal or other government agency or private law practice. Considerable municipal or civil experience preferred. Litigation experience in both criminal and civil matters preferred.

Must pass background investigation including but not limited to applicant's aptitude, character, judgement, credit, driving record and criminal history.

### **LICENSES, REGISTRATIONS AND/OR CERTIFICATES:**

Must possess and maintain a valid Washington State Driver's License. Must be a member in good standing with the Washington State Bar Association.

## **JOB SUMMARY:**

Exercising considerable independence under limited supervision and direction of the City Attorney, the incumbent performs a variety of complex and specialized legal functions for one or more departments or divisions within the City; provides legal counsel and expertise to City officials; represents the City in civil and prosecution litigation, negotiation, and other legal proceedings.

This is the advanced senior level class in the Assistant City Attorney series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and function with a high degree of independence. Employees perform complex and specialized legal functions requiring considerable experience, discretion, and independent judgment as well as extensive knowledge of municipal, State and federal laws.

## **ESSENTIAL FUNCTIONS:**

Any single position in this classification will not usually involve all the duties listed and many positions will involve duties which are not listed.

Advises City Council and City departments regarding issues including but not limited to:

- Labor and employment law including personnel policies, employee discipline, workers compensation law, accommodation of disabilities and other protected classes; drafts or reviews collective bargaining agreements, personnel ordinances, personnel policies, and civil service rules; represents the City in related negotiations, arbitrations/grievances, and/or litigation.
- Various aspects of public works construction, including bid and procurement law, construction lien law, and building code law; drafts or reviews related contracts and ordinances; represents the City in corresponding arbitration and/or litigation.
- Environmental and land use law issues, including but not limited to: annexation, zoning, and environmental assessment/cleanup; drafts or reviews related ordinances; represents the City in corresponding negotiations, hearings, and/or litigation.
- Lease, acquisition or transfer of real property interests; reviews or drafts corresponding real property documents, including but not limited to: leases, purchase and sale agreements, easements, right of ways, real estate contracts, and deeds of trust; represent the City in related negotiations and/or litigation.
- All aspects of local government budget and finance matters including but not limited to: constraints of state and federal law, state constitution and local charter, assessments for local improvements, rebates and credits for development fees and, charges and taxes; drafts or reviews related ordinances, requests for proposals, and contracts for goods and services; represents the City in corresponding negotiations and/or litigation.
- Shared services or functions with state and local government entities, including but not limited to: division of assets by annexation, joint public ventures for construction or financing of public works; reviews or drafts corresponding agreements; represent the City in related negotiations, hearings, and/or litigation.
- Utility franchises and public access television station; negotiate franchise agreements; prepares franchise ordinances; drafts or reviews public access television station policies and procedures, including extensive and complex constitutional issues; represents the City in corresponding litigation.

- Personal injury and property damage claims or litigation brought against the City; investigation and evaluation of said claims or litigation; represents the City in corresponding negotiations, arbitration, and/or litigation.

Provides necessary legal advice to Police Civil Service Commission, Fire Civil Service Commission, Charter Civil Service Commission, Police Pension Board, Firefighter's Pension Board, and other commission/board meetings and hearings; represents the City in related litigation.

Provides legal services to the City's Police Department, including but not limited to: training police officers on and developing departmental policies/procedures concerning criminal records, warrants, charges, arrests, and other police activities.

Supervises, leads, mentors, motivates and directs work of subordinate staff as necessary.

Contributes to the effective administration of City government by fostering an attitude that encourages cooperation and coordination of efforts and efficient use of resources. Provides continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Performs related work as required.

Requires regular and reliable attendance.

## **MAJOR WORKER CHARACTERISTICS:**

Comprehensive knowledge of: methods and practices of legal research and the sources and availability of materials and information; preparation and review of complex legal documents and instruments involving substantial impact on City operations; legal procedures used before a variety of courts, boards, commissions, and administrative agencies; principles and practices of civil and criminal law; application of judicial procedures and rules of evidence; constitutional provisions, local ordinances, and operations; municipal government structure, operations, and jurisdiction; case preparation and litigation techniques; organization and analysis of case facts and legal precedents; technical aspects of field and specialty; City organization, operations, policies, and objectives; negotiation/mediation skills and techniques.

Knowledge of the theory and structure of the Council-Manager form of government. Understanding of the City's political environment and sensitivities and function effectively within that environment. Knowledge and ability to perform legal research, case preparation and best practices with regard to litigation techniques. Knowledge and understanding of Open Public Meetings and Public Records Act requirements and responsibilities; city organization, operations, policies and objectives.

Knowledge of best principles and techniques of management, supervision, corrective action, progressive discipline and leadership practices; principles and practices of work flow and systems analysis; record keeping systems, processes, and practices; best principles and practices for project and financial management; municipal records retention procedures and techniques. Demonstrates knowledge and sound judgement with regard to public disclosure and confidentiality standards.

Working knowledge of: Microsoft Office Suite including Excel; report writing tools and office equipment; professional office procedures and practices; and computerized municipal budgetary and fiscal management practices. Ability to operate standard office equipment including but not limited to: computer, copy machine, telephone and mobile devices.

Knowledge of techniques and strategies for dissemination of complex written and verbal information to a wide range of individuals, including the City Council, staff and members of the public, through effective written and oral reports, letters, and other formal communications.

Ability to participate in difficult deliberative proceedings and render effective legal counsel; provide professional legal services to a specialized area of City government; prepare comprehensive legal opinions; perform complex legal research utilizing appropriate sources and materials; draft and review legal documents and instruments of major impact on City operations; represent the City in administrative hearings and state, federal, and municipal court proceedings; organize and evaluate case facts, evidence, and other documentation; analyze and interpret case law and legal precedents; prepare, draft, and review a variety of legal documents and instruments; read, interpret, apply, and explain codes, rules, regulations, policies, and procedures.

Ability to read, interpret, explain and apply legal and technical language; organize facts, evidence, and precedents; and communicate complex legal issues orally and in writing to a variety of audiences in a clear, logical, comprehensive, persuasive, effective, and professional manner. Outstanding ability to communicate calmly, clearly, concisely, and tactfully in a wide variety of situations, including under stress. Must possess well developed and effective communication skills, both written and oral, with appropriate use of business English and plain English, including but not limited to correct grammar, vocabulary, letter composition, editing, spelling, and punctuation. Must possess the ability to make informative and persuasive presentations to individuals and groups, and participate during litigation and other public setting. Must routinely and regularly maintain confidentiality and discretion through all forms of communication.

Ability to design and execute effective trial and appellate strategies in complex cases; absorb and analyze information and situations rapidly; draw sound conclusions and courses of action; gather, analyze and interpret data; make decisions, recommendations and resolve problems efficiently and effectively; articulate the issues and options clearly and effectively; advise and counsel staff and/or the City Council. Must be able to work effectively on several issues concurrently; work independently with self-direction and minimal direction or oversight; maintain sustained attention to detail; work under timeline pressures; adapt quickly to changing priorities and demands; prioritize and assign workloads; make sound decisions within broad guidelines; and exercise discretion and judgment in areas of case management and administrative functions;.

Ability to identify legal opportunities to accomplish the City's objectives rather than focus on legal obstacles to those objectives. Ability to provide effective leadership and guidance to others with strong capacity to establish and maintain cooperative, successful working relationships with City's management staff, City Council members, employees, business leaders, advisory boards, news media, professional organizations, other local, state, and federal officials, and the public. Must possess skill in resolving conflicts and gaining cooperation among conflicting groups.

Ability to negotiate and administer contracts with outside vendors and service providers. Ability to facilitate and/or negotiate collective bargaining agreements.

Ability to effectively supervise, and perform constructive performance evaluation of department personnel, department policies and/or procedures as necessary. Ability to effectively counsel, motivate and mentor subordinate staff.

Ability to work extended hours as needed to carry out the executive management and supervisory responsibilities and functions for the City of Yakima.

#### **PHYSICAL DEMANDS:**

Work is performed primarily in an office environment while sitting at a desk or computer terminal for extended periods of time or while standing for a period of time. Occasionally needs to move inside the office to access file cabinets, office machinery, and department records. Constant use

of both hands in reaching/handling/grasping/keyboarding and other fine manipulation while operating computers and performing other duties. Occasional heavy work includes lifting and carrying up to 25 pounds. Occasionally ascends/descends stairs while maintaining balance. Constant use of all senses including feeling/talking/hearing/seeing while performing duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. May work in remote locations or in noisy work areas. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **UNUSUAL WORKING CONDITIONS:**

May work with angry or upset individuals including those who may be unhappy with City policies and/or City decisions. May require extension of workday or work week with short notice including evening or weekend work to address workload and/or when meeting with the public. May require occasional travel from site to site for attendance at meetings, including evening meetings.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.yakimawa.gov>

Position #20-00153  
SENIOR ASSISTANT CITY ATTORNEY II  
GP

129 N. 2nd Street  
Yakima, WA 98901  
(509) 575-6090

[jobs@ci.yakima.wa.us](mailto:jobs@ci.yakima.wa.us)

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### **Senior Assistant City Attorney II Supplemental Questionnaire**

- \* 1. Did you attach a resume, cover letter, and references as required?
  - Yes
  - No
- \* 2. Did you clearly document your work history in the Work Experience section of your application including dates, titles and duties for each position/classification held?
  - Yes
  - No
- \* 3. What is your highest level of education?
  - High School diploma/GED
  - Some College
  - Associates Degree
  - Bachelors Degree
  - Masters Degree
  - Technical/Trade Certification
  - None of the above
- \* 4. Do you possess a Juris Doctorate from an accredited law school?
  - Yes
  - No
- \* 5. Are you licensed to practice law in the State of Washington?
  - Yes
  - No
- \* 6. How many years of progressively responsible legal work experience in municipal or

other government agency or private law practice do you possess?

None

Less than 8 years

At least 8 years

\* 7. Briefly detail your experience in municipal or civil law.

\* 8. Briefly describe your litigation experience in criminal and civil matters.

9. Please describe particular skills, experience or training which you believe BEST qualifies you for this position.

\* Required Question