



**CITY OF AUBURN**  
**invites applications for the position of:**  
**City Staff Attorney**

25 WEST MAIN STREET  
AUBURN, WA 98001  
HUMAN RESOURCES: 253-931-3040  
[www.auburnwa.gov](http://www.auburnwa.gov)

An Equal Opportunity Employer

---

**SALARY**

Monthly  
\$8,222.10 - \$10,107.12

Annually  
\$98,665.20 - \$121,285.44

**OPENING DATE:** 04/03/20

**CLOSING DATE:** Continuous

**DEPARTMENT:** Legal

**POSITION**  
**DETAILS:**

**\*First review of applications will be Monday, April 13th.**  
**Please submit your application before 11:59pm on**  
**Sunday, April 12th, to be considered for the first review.\***

**Why work for the City of Auburn?**

*We provide our employees with:*

Excellent healthcare, dental, and vision plans with premiums fully paid by the City  
Employer contributions to the State Retirement System pension plans  
12 Days of Paid Vacation per year  
12 Days of Sick Leave per year  
10 Paid Holidays per year  
2 Paid Floating Holidays of your choice per year  
Employer contributions towards VEBA (Tax-free Health Savings Account)  
Life Insurance  
Employee Assistance Program  
Flexible Spending Benefit Plan  
Deferred Compensation Plans  
And more!

**POSITION SUMMARY**

This position provides professional legal counsel and expertise to the Mayor, Council, and all City departments; advises elected officials and department personnel regarding legal aspects of cases, controversies, claims, and problems; conducts legal research; represents the interests of the City in various civil and criminal litigation; and all other matters contemplated in Auburn City Code Section 2.12.040.

**PRIMARY DUTIES** **EXAMPLES OF WORK/RESPONSIBILITIES**

\*Advises and attends meetings of the City Council and other city governing boards and commissions.

\*Advises and provides opinions to City administrators and department heads on issues involving such areas as zoning, law enforcement liability, public safety, personnel/labor, torts, Civil Service, contracts, and land use.

\*Reviews and researches Federal, State and local laws, ordinances, and court decisions; prepares interpretations; and provides legal opinions for City departments, governing boards, or officials.

\*Communicates effectively, both orally and in writing, with other City employees, the Mayor, the City Council, and citizens from various socioeconomic levels.

\*Prosecutes or defends civil actions by or against the City and/or its officials, officers, or employees in their official capacity in trial courts and on appeal.

\*Represents the City in civil and drug forfeiture proceedings including any removals to District Court and appeals.

\*Drafts necessary briefs, motions, opinions, and ordinances.

\*Reviews the City Code and recommends Code changes, when legally required or otherwise appropriate.

\*Prosecutes criminal and infraction cases in King County District Court- Auburn and King County Superior Court, as needed, to include court/calendar appearances, case charging, and criminal case appeals.

\*Prosecutes violations of the City's criminal and traffic code.

\*Handles court proceedings including: arraignments, pre-trial hearings and motions, jury and bench trials, sentencing, review hearings and appeals.

\*Prepares cases for prosecution including contacting the Police Department, witnesses, victims and defense attorneys.

\*Works courteously, cooperatively, effectively and professionally with others in carrying out duties and responsibilities of the position.

\*Researches and prepares legal opinions concerning leases, deeds, contracts, ordinances, resolutions, and/or issues submitted by City departments as requested.

\*Competently uses a variety of computer applications pertaining to the legal field including, but not limited to, word processing, spreadsheets, legal research, and other applications.

\*Responds to public inquiries regarding municipal legal requirements, public records, consumer complaints, and other legal issues.

\*Prepares oral and written presentations and attends a variety of hearings, meetings, conferences, and other gatherings as requested.

\*Exercises sound and ethical judgment in the decision-making processes required of the position.

\*Regular, reliable, and punctual attendance.

\*Due to internal and external customer service needs, the incumbent must be able to work a full-time schedule, onsite (appropriate City worksites).

\*Works effectively under pressure and with frequent interruptions.

\*Completes work and projects in a thorough and timely manner.

\*Understands and follows directions from the City Attorney, posted work rules, and procedures.

\*Shows initiative in performing job functions.

Performs related duties as required.

\* = Primary function.

## **MINIMUM QUALIFICATIONS**

### **MINIMUM REQUIRED EDUCATION AND EXPERIENCE**

Graduation from a law school accredited by the American Bar Association; and a minimum of two (2) years of legal experience working for a municipality.

Prosecution experience is highly desirable.

### **LICENSES REQUIRED**

Possesses and retains valid state driver's license without impending risk of loss at time of appointment.

Licensed to practice law in the State of Washington.

## **ADDITIONAL INFORMATION**

### **WORKING CONDITIONS**

The employee generally works indoors in a clean, climate-controlled environment. While performing the duties of this job, the incumbent is regularly required to sit, talk, and hear; frequently required to work and use hands to finger, feel, or handle writing utensils, computers, and office supplies; occasionally required to stand and reach with hands and arms; and occasionally required to lift and/or move up to 25 pounds. The employee may be required to stand or sit for extended periods of time. Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus. The position requires mental acuity to ensure thorough mental analysis of situations in a fast-paced environment. The employee is required to maintain confidentiality of information within the department. Because of the nature of work, the employee may be required to deal with irate, disgruntled, and sometimes hostile individuals requiring the use of conflict management skills. The employee is frequently required to perform work in confidence and under pressure for deadlines, and is required to maintain professional composure, tact, patience, and courtesy at all times.

### **REPORTING RELATIONSHIPS**

Under the direction of the City Attorney, work is performed in accordance with professional standards, code of ethics, and legal principles. Initiative and judgment are exercised in the application of legal knowledge to specific cases. The employee makes procedural or policy recommendations to the City Attorney for final decision. Work is reviewed through discussions regarding status of cases, prosecution, office procedures, policies, reports, and periodic formal evaluations.

### **SELECTION PROCEDURE**

The City of Auburn is dedicated to building an inclusive, informed city, with opportunities for all. In alignment with that goal, the City has adopted an anonymous application process that prevents hiring managers from seeing personal identifiers, including names, addresses, and other similar information. This eliminates the possibility of unintentional or implicit bias during the initial screening of applications. For that reason, hiring managers will not be viewing any attachments to your application, including a cover letter or resume, during the initial screening. Please make sure to submit a complete, detailed, and updated job application.

### **COMMUNICATION FROM THE CITY OF AUBURN**

We primarily communicate via e-mail during the recruitment process. E-mails from auburnwa.gov and/or governmentjobs.com should be placed on your safe domain list to ensure you receive notifications in a timely manner. As a precaution, you may also want to check your junk e-mail folders.

---

An Equal Opportunity Employer

---

### **City Staff Attorney Supplemental Questionnaire**

- \* 1. Thank you for your interest in joining Team Auburn!

Hiring managers will not be viewing any attachments to your application, including a cover letter or resume, during the initial screening. Please make sure to submit a complete, detailed, and updated job application. When applying for this position, you must thoroughly complete the education and work experience sections of your application, and provide a thorough response to each of the supplemental questions. Failure to do so may result in elimination from further consideration.

#### **Have you read and understood the information listed above?**

- ☐ Yes  
☐ No

- \* 2. Please indicate your highest level of education below:

- ☐ High School Diploma or equivalent  
☐ Associate's Degree  
☐ Bachelor's Degree  
☐ Master's Degree  
☐ Juris Doctor  
☐ N/A

- \* 3. Are you a graduate from a law school accredited by the American Bar Association?

- ☐ Yes  
☐ No

- \* 4. Are you licensed to practice law in the State of Washington?

- ☐ Yes  
☐ No

- \* 5. Do you possess a driver's license without impending risk of loss?

- ☐ Yes  
☐ No

- \* 6. Please indicate your number of years working for, or with, a municipality.

- ☐ None  
☐ Less than 2 years  
☐ 2 - 4 years  
☐ 5 - 7 years  
☐ 8 - 10 years  
☐ More than 10 years

- \* 7. Please describe your experience prosecuting criminal misdemeanor cases and traffic violation cases, or your experience with cases that would be considered equivalent.

- \* 8. Please describe your experience advising a Police Department.
- \* 9. Describe a time where you received a difficult ruling from a judge and include how you handled the situation.
- \* 10. Please provide a brief description of the types of court calendars on which you have appeared. What are three (3) examples of issues that you have handled?
- \* 11. Do you have experience assisting in the preparation of routine and complex legal correspondence and documents, including briefs, pleadings and motions?
  - ☐ Yes
  - ☐ No
- 12. If yes, please describe.
- \* 13. Describe your research and organizational skills. Provide an example of a complex research project you assisted in and delineate your specific responsibilities.
- \* 14. Do you have experience in handling municipal law cases, pre-trial, trial and post-trial, including civil and criminal cases?
  - ☐ Yes
  - ☐ No
- 15. If yes, briefly describe.
- \* 16. Do you have experience advising city mayors, managers, administrators, and/or department directors on any of the following issues? (Check all that apply)
  - ☐ Jurisdictional problems
  - ☐ Zoning controversies
  - ☐ Law enforcement issues
  - ☐ Protection of the public and property
  - ☐ Personnel/labor relations issues
  - ☐ Public Records/Open Public Meetings Act
  - ☐ None of the above
- 17. If yes, please briefly describe.
- \* 18. Do you have experience working with other various governmental entities, including other municipalities, counties, state and federal government, Indian tribes, and agencies thereof, and working on projects where various governmental entities may be involved but where they may not be in agreement or may even be in an opposing position?
  - ☐ Yes
  - ☐ No
- 19. If yes, please briefly describe.

\* Required Question

