



Assistant City Attorney 2 (Criminal)

Opening Date: November 21, 2024

Salary Range: \$8,317 – \$11,201/month

Closing Date: Open Until Filled

The City of Walla Walla offers a comprehensive benefits package including medical, vision, and dental health insurance. City paid \$50,000 Life/Accidental Death & Dismemberment insurance plus voluntary Life and Long-Term Disability. Washington State Public Employees Retirement Program (PERS) II/III. City match up to 3.5% of base salary for deferred compensation (457(b)). 3% bilingual Spanish premium. Generous vacation leave, sick leave, and ten (10) paid holidays plus 40 hours floating holidays annually.

NATURE OF POSITION:

Prosecute City criminal matters and provide legal counsel regarding public records matters; provide legal counsel to the City Police Department, City Manager, City Council, City staff, committees, and commissions; provide legal advice to guide City policies, decisions and activities; represent the City at various court levels in civil, criminal, and administrative hearings; drafts and interpret City ordinances and resolutions; participate in the City's short- and long-range planning to insure proper consideration of legal issues.

REQUIRED MINIMUM QUALIFICATIONS:

A law degree with admission to practice law in the State of Washington and one year's comprehensive municipal experience in criminal and civil matters, land use, transportation, and general municipal law. Washington State Bar Association membership; valid state driver's license.

DESIRED QUALIFICATIONS:

Willingness and ability to work collaboratively in a small office environment. Litigation experience. Bilingual in Spanish.

APPLICATION AND SELECTION PROCEDURE:

A completed City application and resume are required to apply. Applications are available on the Human Resources page of the City of Walla Walla website: <https://wallawallawa.gov>.

Applicants whose experience most closely meets the requirements of the position will be invited to continue in the selection process which will consist of an oral panel interview, reference inquiries, and may include a criminal background check and consumer report. Completed application packages can be mailed, emailed, or faxed to:

CITY OF WALLA WALLA-HR

15 N. Third Avenue

Walla Walla, WA 99362

Email to hr@wallawallawa.gov or faxed to (509) 524-7935.

REASONABLE ACCOMMODATION:

The City of Walla Walla will provide reasonable accommodation to disabled applicants if requested. Please notify the Human Resources office at least 5 days prior to the need.

JOB DESCRIPTIONS:

To obtain a copy of the full job description and class specification for this position, please contact us at: hr@wallawallawa.gov or 509.527.4475.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

THE CITY OF WALLA WALLA COMPLIES WITH TITLE VI, ADA, AND OTHER APPLICABLE FEDERAL CIVIL RIGHTS LAWS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, AGE, DISABILITY, RELIGION, VETERAN STATUS, SEXUAL ORIENTATION, GENDER IDENTITY, OR SEX IN EMPLOYMENT OR THE PROVISION OF SERVICES.

EQUAL OPPORTUNITY EMPLOYER / MINORITIES AND WOMEN ARE ENCOURAGED TO APPLY.

SUPERVISION RECEIVED:

General direction and oversight are provided by the City Attorney and Assistant City Attorney 1.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Employees of the City of Walla Walla are expected to model and foster the City's core values:
Service - Integrity - Collaboration - Equity - Leadership - Community
2. Provide primary day-to-day legal counsel for the City Police Department; provide counsel to City Manager, City Council, City staff, committees, and commissions; advise law enforcement personnel during the course of criminal investigations; make charging decisions; prepare criminal complaints and other charging documents, manage prosecutor queue in Sector. Work with LEAD team in diversion program.
3. Manage a substantial caseload under supervision of City Attorney and Assistant City Attorney 1, prepare witnesses and strategies for trial; conduct case reviews and provide feedback to law enforcement officers on legal issues impacting case investigation, administration, and admissibility of evidence.
4. Represent the City of Walla Walla throughout the lifecycle of criminal misdemeanor cases including changing decisions, arraignment, pretrial hearings, trial, post-conviction hearings and appeals; also for contested infractions, civil forfeiture proceedings, dangerous dog hearings and related appeals cases. Provide assistance and back-up support for administrative and civil cases and appeals.
5. Provide advice, counsel, and support to law enforcement officers, staff, and domestic violence services coordinator, including meeting with victims and witness; discuss prosecution and investigation strategies to ensure proper legal principles and procedures are followed; ensure that advice provided to customers is accurate, responsive, and sensitive to political and policy considerations.
6. Draft, review, and interpret letters, ordinances, contracts, resolutions, policies, and other legal documents on behalf of the City; assure proper wording to carry out intent, comply with applicable laws and protect the City's interest and limit liability. Provide legal and other assistance responding to public records requests.
7. Review and advise stakeholders regarding proposed and enacted state and federal legislation for impact upon the City; recommend appropriate responses where necessary to protect the City's legal interests; analyze legal trends and developments impacting the City and recommend appropriate responses.
8. Review and track legal and policy issues of importance to the City; read legal journals and utilize networks to establish contacts and relevant sources of information.
9. Recommend modifications to City Police Department policies and procedures based upon changes in statutory and/or case law re: criminal procedure.
10. Attend regular criminal calendars of the Walla Walla District Court; weekly staff meetings for the City Police Department; regular meetings of the Law & Justice Committee, Traffic Safety Task Force, the U-Visa review committee, the Sexual Assault and Domestic Violence Prevention Coalition and the quarterly District Court meeting.

11. Participate in the City's short- and long-range planning to assure proper consideration of legal issues; prepare and update short- and long-range strategic plans. Participate in meetings and conferences with other City boards, commissions, committees, administrative officers, staff personnel, and the City Council; provide legal advice as required.
12. Assist in ongoing training of law enforcement officers and participate in the annual in-service training of officers.
13. Provide backup for City Attorney when City Attorney and Assistant City Attorney 1 are unavailable.
14. May provide assistance to the County Prosecutors Office and City of College Place prosecutors Office on an available basis and when necessary to address legal conflicts.

OTHER JOB FUNCTIONS:

1. Demonstrate punctual, regular, and reliable attendance which is essential for successful job performance.
2. Present a positive, professional image; maintain cooperative and effective working relationships; assure excellent customer service with internal and external customers.
3. Execute assignments, projects, and job responsibilities efficiently and within defined timeframes; work independently and effectively with little direction.
4. Demonstrate good judgment and employ critical thinking to execute duties, identify issues, seek solutions, and recommend improvements in support of departmental goals.
5. Provide assistance to staff and higher-level management; participate in resolving operational or interpersonal concerns; participate in training, meetings, and on committees as assigned.
6. Respect the value of diversity in the workplace and the community.
7. Perform other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to read and understand legal documents, technical materials, reports, and journals.
- Working knowledge of the principles of civil and criminal law; methods and practices of pleading; judicial procedures and rules of evidence.
- Demonstrated experience with court procedures, precedents, and government regulations.
- Knowledge of principles, methods, materials, practices, and references utilized in legal research.
- Able to research, interpret, analyze, appraise, and organize facts, evidence, and precedents; evaluate aspects of cases; present findings and recommendations in a clear and logical form.
- Demonstrated skill in interpreting complex written materials; developing reports and documents; interpreting, negotiating and drafting position statements.
- Able to effectively communicate with City Council and other elected officials; citizens including victims and witnesses; employees at all levels.
- Skilled at strategizing and determining proper courses of action; negotiating and persuading; maintaining an impartial demeanor in political issues
- Ability to communicate complex ideas both orally and in writing.
- Proficient with Microsoft Office Suite.



TOOLS AND EQUIPMENT USED:

Operate office equipment including computers, telephones, copiers, and calculators. Washington law library (statutes, rules, regulations, and cases); computer assisted legal research (Westlaw); PC based word processing (WordPerfect and Word); PC based records management (LaserFiche). JABS and Next Request for prosecution duties.

PHYSICAL DEMANDS:

Sitting or standing for extended periods of time; intermittently move, stand, kneel down, stoop, bend at the waist, walk, lift up to 30 pounds and drive a passenger car or pickup truck.

WORK ENVIRONMENT:

Office environment; subject to working evenings and/or variable hours. Must be available by phone during non-office hours to provide advice and assistance to law enforcement officers for unanticipated situations encountered in the field.
