Why Did You Become a Lawyer?

Maybe you dreamed of becoming a real life Ben Matlock, or Ally McBeal, earning the "big bucks" working in a prestigious profession. Or perhaps it was family tradition or parental expectation? Did you want to help people deal with problems they couldn't solve alone, and saw practicing law as your social responsibility? Maybe you just have a passion for the pursuit of justice.

Whatever Your Reason

It's probably safe to say you didn't choose law because of your strong desire to push papers and mindlessly obsess over another written document, opinion, contract, ordinance, blah, blah, blah. If you're looking for a place that will empower you and remind you WHY you spent all that time and money on law school, then (boy oh boy) do we have the job for you! See back for details.
The City of Edgewood operates as a small and nimble organization seeking to maximize the strengths of each of its employees. We don’t celebrate learning and growth because it’s cool or vogue, we celebrate it because we believe we must continuously improve ourselves to survive.

In Edgewood we are different, a small staff who wear many hats - we are also family. We spend a 1/3 of our lives at work, so it’s important we all like each other. We have a quote on the wall "You can judge the health of an organization by the laughter in the halls" and here in Edgewood we’re pretty darn healthy because even on the most stressful of days, we’re still laughing...even if it is to keep from crying.

Sound too good to be true? Call us @ 253-952-3299 and speak to any one of our employees, ask them what it’s REALLY like to work here, they’ll tell you.

To continue turning Edgewood into a high class organization, we now need a sharp, inquisitive legal mind to help us shape the future of our great city.

Education and Experience

In a perfect world the ideal candidate would have expertise in the following:

- Land Use
- Environmental Law
- Municipal Contracts
- General Government
- Code Writing
- Leadership

We’re seeking someone who can lead from any position and won’t be afraid to be our legal expert and ‘guidance’ counselor. If we’ve piqued your interest you should apply!

Send us a signed copy of the job description, our EOCC Statement, your resume, and most importantly a cover letter thoroughly explaining “Why Me” and “Why Now”. We want your personality to jump off the page! We want to know who you are, and why you want to work for the most amazing little city in Washington State.

You can find the documents on our website at cityofedgewood.org
Once complete send them to humanresources@cityofedgewood.org
CITY OF EDGEWOOD

CITY ATTORNEY - Job Description

Department: General Government     Salary Range: $9,523 – $10,821/mo.

Opening Date: 06/17/19     Closing Date: Open until Filled

This position is a full-time, non-union, FLSA exempt position.

GENERAL SCOPE OF WORK:
Under the direction of the Mayor, the City Attorney plans, directs and coordinates comprehensive legal services for the City. The City Attorney provides counsel to the Mayor, Council, staff, committees and commissions; provides legal advice to guide City policies, decisions and activities. The City Attorney also litigates on behalf of the City and supervises and directs representation of the City at various court levels, as well as drafts and interprets City ordinances, resolutions, code, policies and contracts. This position is a key member of the City’s leadership team, and occupies a significant role in supporting the critical decision-making on the part of both the City Council, and City administration. The City has outside contracts for prosecution and defense services in Municipal Court.

ESSENTIAL JOB FUNCTIONS:
This job description reflects general details necessary to describe the job’s essential functions and the job’s level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of job duties.

1. Provide ongoing legal and strategic advice to the Mayor and departments of the City through direct consultation, revision and production of legal documents, code, and procedures.
2. Attempts to resolve legal questions, which arise during the development and implementation of City projects and programs.
3. Analyze legal trends in order to present alternatives to the Mayor, City Council and various City departments concerning major issues facing the City.
4. Attend meetings of the City Council and other meetings as necessary and provide appropriate legal advice during those meetings.
5. Represent the City and its officials, officers and employees acting in their official capacities in civil actions where the City is a party in state and federal courts and before administrative agencies.
6. Represent the City in proceedings before superior court, appellate courts and before administrative agencies.
7. To the limited extent outside counsel is utilized, the City Attorney will assign and coordinate outside counsel work.
8. The City Attorney also monitors litigation being defended by legal counsel appointed by the Washington Cities Insurance Authority.
9. Supervise and provide direction and technical advice to the City’s support staff.
10. Supervise and review the preparation of ordinances, resolutions, contracts and other legal documents ensuring compliance with local, state and federal law and adequate legal protection of the City.
11. Researches and prepares legal opinions on legal issues.
12. Maintains current knowledge of issues, legislation, regulations and case law on subjects affecting the City and relating to municipal law, including but not limited to, land use, real property, and public works contracting.
13. Handles confidential information and material with the highest degree of professional responsibility.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:
Graduation from a law school accredited by the American Bar Association and a minimum of five years’ experience in municipal law are preferred. Experience in legal office management and small cities in Washington State is highly desired. Civil litigation experience is also highly desired.

1. Comprehensive municipal law, including administrative, contract, insurance, land use torts, municipal finance, public records, utility and labor relations law.
2. Theory, structure and practice of municipal law, particularly as it applies to the Mayor-Council form of government.
3. Supervisory principles and office management.
4. Resolving conflicts and gaining cooperation among conflicting groups.
5. Imparting the importance of strategy in the application of law.
6. Research methods and succinct writing techniques.
7. City organization, operations, policies and objectives.
8. Correct English usage, grammar, spelling, punctuation and vocabulary, as well as public speaking techniques.
9. Interpersonal skills including tact, patience and courtesy.
10. Apply innovative and logical reasoning abilities to legal problems.
11. Grasp complex factual data, draw appropriate conclusions and formulate sound legal decisions.
12. Communicate complex legal ideas verbally and in writing to a variety of audiences in a clear, comprehensive and professional manner.
13. Read, interpret, explain and apply legal and technical language.
14. Draft and interpret City ordinances and resolutions.
15. Negotiate real property acquisitions and dispositions.
16. Litigate in state and federal courts and before administrative agencies.
17. Articulate and persuade in verbal and written argument.
18. Plan, organize and evaluate the work of others.
19. Work cooperatively with the City Council, Asst. City Administrator and Department Directors as a member of the Senior Staff Department Heads
20. Participate and collaborate as a member of the Management Team.
21. Demonstrate punctual, regular and reliable attendance.
22. Develop and maintain productive relationships with elected officials, business leaders, advisory boards, the news media and the general public.
23. Understand the City’s political environment and sensitivities.
24. Listen effectively to verbal communication.

REQUIRED LICENSING AND CERTIFICATION:
1. License to practice law in the State of Washington
2. Member in good standing of the Washington State Bar Association at time of appointment
3. Valid Washington State driver’s license
PHYSICAL DEMANDS AND WORKING CONDITIONS:
Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, must have hand-eye coordination sufficient to operate computers, type on a keyboard, and operate other office equipment. The individual may be required to do repetitive arm/hand movements (i.e. keyboarding). In addition, the incumbent must have the ability to produce legible handwritten documents. The incumbent may be required to lift up to 30 pounds, if necessary.

ACKNOWLEDGEMENTS:

EQUAL OPPORTUNITY EMPLOYER - AMERICANS WITH DISABILITIES ACT
The City of Edgewood is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change.

If you meet the minimum qualifications and are interested in applying for this position, please send a cover letter, resume, and signed job description and signed EOCC statement to:

City of Edgewood
Human Resources
2224 104th Ave E
Edgewood, WA 98372-1513
Submittals may also be e-mailed to humanresources@cityofedgewood.org.

Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. Submittals will be retained in accordance with Records Retention practices. If you have questions regarding the application process, please contact human resources at 253-952-299 or via e-mail at humanresources@cityofedgewood.org.

_________________________________   ___________________________
Name        Date
The City of Edgewood provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

The City of Edgewood expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Edgewood’s employees to perform their job duties may result in discipline up to and including discharge.

PLEASE READ CAREFULLY BEFORE SIGNING THIS STATEMENT

I authorize the City of Edgewood to investigate all statements in my submittal and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

I understand that any offer of employment may be contingent upon the results of a medical examination and/or drug screening, background check and/or credit check which may be required by the City of Edgewood for specific positions, and that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references.

I certify that the information shown on the submittal is true and correct to the best of my knowledge. I further understand that any false or misleading statements will be sufficient cause for rejection of my submittal if the City has not employed me and for immediate dismissal if the City has employed me. I also authorize the City to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government employer, or other party having a legal and proper interest, and I hereby release the City from any and all liability for its providing this information.

I understand that nothing in this employment submittal, in the City’s policy statements or personnel guidelines, or in my communications with any City official is intended to create an employment contract between the City and me. I also understand that the City has the right to modify its policies without giving me any advance notice of the changes.

No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless it is made in writing and signed by the Mayor. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that the City retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statement.

Signature of Applicant ___________________________ Date ___________________________