



CLASS SPECIFICATION

Class Title: Civil Attorney IV
Department: Attorney
FLSA: Exempt

Class Code: 8851
Grade: 31
Eff Date: 09/24/2007
Revised: 12/04/2013

GENERAL PURPOSE

Under general guidance and direction from the County Attorney, Civil Division Chief Deputy or other administrative authority approved by the aforementioned, performs complex professional legal work in civil cases and other legal work in the County Attorney's Office.

EXAMPLE OF DUTIES

Represents the County in civil cases in State or Federal Courts.

Under the supervision of the Civil Division Chief Deputy or County Attorney, prepares the County's defense and advises the County Attorney and other County officials in settlement of claims.

Under the supervision of the Civil Division Chief Deputy or County Attorney, prepares and files complaints and other court pleadings and documents; provides legal advice and prepares formal legal opinions on a wide range of complex issues and problems for various County departments; researches legal issues and legislation; drafts and reviews ordinances, contracts and other documents.

Under the supervision of the Civil Division Chief Deputy or County Attorney, consults with other staff attorneys; communicates and consults with private citizens, other departments of County Government, and Utah State Legislators; attends board and public meetings and gives legal advice; assesses liability and risk issues.

Attends meetings and training seminars as required.

Maintains knowledge and skill levels in current case decisions and legislation.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited law school with a Juris Doctorate degree, plus eight (8) years of experience practicing law with emphasis on government or public law, or experience in the public sector.

Career Ladder: This position is part of a career ladder job series. Incumbent in this classification may be eligible for career ladder advancement to Civil Attorney V on his or her eligibility date after meeting the minimum requirements for the position, if recommended by his or her supervisor and approved by the department administrative officer.

2. Special Requirements:

Must be an active member of the Utah Bar Association; must be a member in good standing.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: civil law including governmental law and state and federal statutes; court procedures and rules of evidence; operations of the courts of the State of Utah and the United States; practices and methods used in legal research; criminal law.

Skill in: litigating; conducting legal research; legal writing including briefs and memos; analytical problem solving; making decisions under adversarial circumstances.

Ability to: draft legal instruments and proposed legislation; apply legal principles and knowledge to individual cases and problems; analyze and evaluate facts and evidence and apply them to individual cases and problems; write briefs, legal memoranda and opinions clearly, concisely and grammatically correct; speak clearly and concisely; coordinate multiple tasks efficiently; follow written and oral instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, administrative and court officials and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**