

## **CITY OF OAK HARBOR JOB DESCRIPTION**

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**Job Title:** *Assistant City Attorney - Prosecutor*  
**Department:** *Law*  
**Reports to:** *City Attorney*  
**Status:** *Exempt / Non-union*

**Job Summary:**

Under general direction, responsible for assisting the City Attorney in providing comprehensive legal services with emphasis on prosecution of criminal and infraction cases.

**Essential Job Functions:**

The Assistant City Attorney has frequent contact with other persons including employees of the City requiring legal advice or a legal opinion, defendants in court cases in the roll as prosecutor, witnesses and crime victims for court preparation and citizens in a wide variety of circumstances including code enforcement. Contacts are for the purpose of information sharing and/or providing direction in areas as contacts are occasionally hostile or highly emotional in nature and the Assistant City Attorney is required to exercise skill in persuasion and conflict resolution. Communicating information in a professional manner is central to position success. Contact with the local legal community is encouraged to remain current on issues relating to the practice of municipal and criminal law. Good customer relations skills are required.

The work requires close, sustained attention to detail often performed in a busy, noisy work area with frequent interruptions. The stress of working with competing demands and under stringent timelines is an on-going part of the position.

1. Responsible for prosecution of misdemeanor, gross misdemeanor and infraction cases in the Oak Harbor Municipal Court, and appeals to Superior Court and Appellate Courts.
2. Research and analyze legal problems as preparation for the City Attorney.
3. Assist in representing the City in civil actions before state and federal courts and administrative agencies.
4. Prepare, or assist in the preparation of, City ordinances, regulations, contracts and other legal documents ensuring compliance with local, state and federal laws and ensuring the City is appropriately protected.
5. Negotiate, or assist in negotiating, contracts with other governmental agencies or private concerns.
6. Communicate complex legal concepts verbally and in writing to audiences of varying degrees of legal sophistication.
7. Provide assistance to the Police Department concerning enforcement of ordinances of the City of Oak Harbor and the laws of the State of Washington.
8. Establish and maintain effective working relationship with attorneys, court personnel, supervisors, other City departments, City Council, the Mayor, City Administrator's office, Department Directors, co-workers, employees, and the general public. Respond to inquiries and resolve concerns using good judgment in a positive and timely manner using tact and courtesy, sometimes under stressful situations.
9. In the absence of the City Attorney and Assistant City Attorney - Civil, this position will provide supervision for support staff especially in the area of criminal prosecution.
10. Accountability for the provision of accurate, effective legal services for the City.

**Associated Job Functions:**

1. Attend various continuing legal education meetings and seminars, and conferences
2. Perform other duties and responsibilities as assigned.

**Performance Requirements (Knowledge, Skills and Abilities):**

- Knowledge of criminal law.
- Knowledge of municipal, administrative, contract, land-use, torts and personnel laws desirable.
- Trial and presentation skills.
- Legal research skills.
- Written skills and ability to compose complex documents and the ability to research, organize and compile data into meaningful reports. Plan and prepare briefs, memoranda and reports.
- Thorough knowledge of English, spelling, grammar, vocabulary, and punctuation.
- Ability to apply creative and logical legal reasoning to a wide variety of issues.
- Ability to understand complex factual data, draw defensible conclusions and formulate sound legal decisions.
- Ability to practice law before state and federal courts and various administrative agencies.
- Ability to articulate and persuade in verbal and written arguments.
- Ability to work cooperatively with many individuals within the City, including City Council, the Mayor, City Manager's office and Department Directors.

**Working Environment and Physical Demands:**

Work is performed primarily indoors in a legal office, courtroom or meeting room environment with frequent interruptions. Work requires hand-eye coordination and fine manipulation skills to operate computers, and the ability to speak clearly in person and on the telephone to groups and individuals. Some travel is required to and from courts and other locations.

**Experience, Education and Training Requirements:**

- Graduation from a law school accredited by the American Bar Association required.
- Requires a J.D. Degree from an accredited law school.
- Admission to practice law in the State of Washington at the time of hiring.
- Ability to be admitted to practice in federal courts.
- Experience and knowledge of municipal, administrative, contract, land-use, torts and personnel laws desirable.
- Must pass background investigation, which includes criminal records check, and driver's abstract check.

*A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.*

Established: Legal/HR October 05  
Revised: LAW/HR 02/12, HR 9/15

FLSA: Exempt  
Salary Range: --

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered as an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize work periods, or otherwise balance the workload.