



THE CORE
Integrity • Customer Service
Respect • Professionalism
Live It Every Day

CITY OF AURORA

Department of Human Resources
15151 E. Alameda Parkway,
Aurora, CO 80012

<http://www.auroragov.org/>

INVITES APPLICATIONS FOR THE POSITION OF:

Assistant City Attorney I - Criminal

An Equal Opportunity Employer

Salary

\$72,092.80 Annually

ISSUE DATE: 02/26/21

FINAL FILING DATE: Continuous

THE POSITION

Salary to be commensurate with experience.

The hiring rate for this position is \$72,092.80 Annually

The salary range for this position is \$72,092.00 - \$104,656.00 Annually

City of Aurora, Colorado

It is an exciting time to work for the City of Aurora, we're growing and looking for dedicated and collaborative individuals to join our team of talented and valued employees. Excellent organizations have a set of principles, or core values, that are used to implement their mission and vision. Those values represent the touchstone for the organization, guiding the decisions of the individuals and the organization. At the City of Aurora, we demonstrate our excellence by modeling the CORE 4 Values of: **Integrity, Respect, Professionalism, and Customer Service**, and we welcome all who share these values to apply.

Why Work for Aurora?

- Make a difference in the lives of real people every day
- Diverse community
- Competitive total compensation package

- Well-Funded General Employees Retirement Plan
- Light rail station minutes away
- On-site fitness center and wellness programs
- Internal educational programs to assist with career advancement
- Access to innovation workspaces

City Attorney's Office, Criminal Division

The Criminal Division handles the prosecution of petty offenses and misdemeanors occurring in the City. The mission of our Criminal Division is to enhance public safety and to achieve justice through the effective prosecution of municipal offenses.

This position is a Full Time, entry-level position. The position involves the prosecution of City ordinance violations, including negotiations, motions, trial practice, and appeals. Applicants must be members, in good standing, of the Colorado Bar.

****This posting will remain open until a sufficient pool of qualified applicants are obtained; however, it is subject to close at any time without prior notice.****

Those applications received without a Writing Sample, Resume, and Cover Letter will not be reviewed.

PRIMARY DUTIES & RESPONSIBILITIES

As an Assistant City Attorney, you will utilize your knowledge and abilities obtained through law school education and municipal, governmental or private experience to conduct research, draft legal documents and prosecute cases in the Aurora Municipal Court, through the Criminal Division of the City Attorney's Office.

- Serves as a criminal trial and appellate attorney in the Criminal Division
- Conducts research for trials and appellate briefs
- Enters into plea negotiations with defendants or their attorneys during pretrial conferences
- Interviews victims and witnesses of crimes
- Performs a wide variety of legal projects for the City Attorney's Office and Municipal Court
- Prepares and tries cases of city code violations
- Prepares pleadings, undertakes discovery and drafts appeals
- Provides direct legal service on a variety of matters concerning and/or related to the Charter, Ordinances, or rules and regulations of the City

- Researches legal casework pertinent to ongoing legal matters
- Searches for, reads, and analyzes legal newsletters, journals, ordinances, books, and case notes pertinent to on-going legal matters
- Performs other related duties as required

MINIMUM QUALIFICATIONS

Education:

- Graduation from an accredited law school. Must be a member, in good standing, of the Colorado Bar.

Experience:

- Experience with negotiations, trials, and appeals of municipal ordinance violations, helpful but not required.

Knowledge:

- Knowledge of the basic principles of law, the ability to conduct legal research, and write briefs
- Thorough knowledge of the Colorado Revised Statutes, as pertinent to city government, Rules of Evidence, the Aurora Municipal Code, local court rules and Colorado Municipal Court Rules of Procedure
- Utilizes knowledge and abilities obtained through law school education and municipal, governmental or private experience to conduct research, draft legal documents and prosecute cases
- Utilizes knowledge of municipal procedures, organizational frameworks, administrative policies, trial procedure, etc., to carry out assigned duties.

Abilities:

- Ability to effectively prosecute violators of municipal ordinances
- Demonstrated knowledge of human behavior, and ability to effectively counsel, train, interview, and imbue others with an opinion or understanding of a concept
- Ability to establish and maintain effective professional relationships with City employees, officials and the general public

Skills:

- Substantial skill in pleadings practice
- Skilled in legal research

- Strong interpersonal skills
- Motivation, ability and perseverance for daily courtroom/litigation duties
- Teamwork
- Professionalism
- Positive attitude

Competency Requirements:

- High energy, positive "can do" attitude with a high level of accountability for driving results
- Strong focus on customer needs and approachability
- Undisputed integrity and trust
- Excellent problem solving, negotiating and communication skills
- Ability to effectively deal with change and ambiguity
- Strong interpersonal skills with the ability to effectively build relationships and manage conflict
- High learning agility, driven to continuously develop existing and new skills
- Ability to work effectively within and to contribute to a team approach to providing legal services

Licenses or Certificates Required:

- Must be a member, in good standing, of the Colorado Bar Association.

WORKING CONDITIONS

Physical Demands:

- Primarily sedentary physical work requiring the ability to lift a maximum of 10 pounds
- Occasional lifting, carrying, walking and standing
- Frequent hand/eye coordination to operate office equipment
- Vision for reading, recording and interpreting information
- Frequent speech communication and hearing to maintain communication with employees and citizens

Work Environment:

- Works primarily in clean, comfortable environment; in an office or courtroom.

Equipment Used:

- Frequently answers telephone; frequently uses standard office equipment including typewriters, computers, calculators and copy/fax machines.
- This position may require the incumbent to occasionally use personal equipment (e.g. vehicle, cell phone, tools, etc.) in the course of their employment.

Essential Personnel: When a local announcement of emergency or disaster is declared by the City, all City of Aurora employees may be required to work as essential personnel.

For Veterans Preference: Please show all of your employment history, including military service and attach related documentation (DD214) on the application.

The City of Aurora is an equal opportunity employer. We are required by state and federal agencies to keep certain statistical records on applicants. It will not be used in any way to discriminate against you because of your sex, race, age, sexual orientation, creed, national origin, disability or military status, gender identity, unless related to a bona fide occupational qualification as defined by the Colorado Civil Rights Commission and the Equal Opportunity Commission.

Despite the changes in Colorado law, the City of Aurora maintains a drug free workplace. A positive test of marijuana is grounds for disqualification and ineligibility for employment with the city for one year or termination once hired.

Drug Testing, Thorough Criminal Background Check, and Employment References:

As a condition of employment, all applicants selected for employment with the City of Aurora must undergo a thorough criminal background check and drug screening. Employment references will be conducted on finalists for City of Aurora vacancies.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE EXAM #21-00076

AT:

ASSISTANT CITY ATTORNEY I - CRIMINAL

<http://www.auroragov.org/>

SM

OR

15151 E. Alameda Parkway,
Aurora, CO 80012

Assistant City Attorney I - Criminal Supplemental Questionnaire

* 1. Complete and thorough responses to the following questions are necessary in order to be considered for this vacancy and move to the next step in the recruitment process. Do you have a current license to practice law in the State of Colorado?

Yes

No

* 2. Please choose a response that best describes your educational background.

Associates Degree in a related field

Bachelors Degree in a related field

Masters Degree in a related field

Associates Degree in an unrelated field

Bachelors Degree in an unrelated field

Masters Degree in an unrelated field

* 3. Do you have direct and recent experience with negotiations, trials, and appeals of municipal ordinance violations?

Yes

No

* 4. If you answered YES to question #3, please explain your experience.

* 5. Do you have direct and recent courtroom or trial experience?

Yes

No

* 6. If you answered YES to question #5, please explain your experience.

* 7. Did you include an updated resume, cover letter, and writing sample?

Yes

No

* 8. Please give us a brief explanation as to why you are interested in this position.

* Required Question