

# City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave  
(505) 955-6597 Fax (505) 955-6810

[www.santafenm.gov](http://www.santafenm.gov)



**POSITION TITLE** Assistant City Attorney (6 Positions)  
**DEPARTMENT** General Government  
**PERIOD TO APPLY:** 3/16/2018-4/16/2018  
**SUPERVISOR:** City Attorney

**SALARY RANGE:** \$28,531-50,655 (O)  
**FLSA/UNION STATUS:** Exempt/Nonunion  
**POSITION STATUS:** Exempt/Full-Time  
**LOCATION:** City Attorney

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## GENERAL PURPOSE

Performs working level professional duties as required to carry out the efficient and effective litigation of civil or criminal cases and the ongoing legal processes of city government. Represents the City of Santa Fe in assigned legal matters as a plaintiff or defendant.

## SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Attorney.

## SUPERVISION EXERCISED

Provides close to general supervision to legal support staff, i.e., Paralegal and/or Legal Secretary, on a project-by-project basis.

**ESSENTIAL FUNCTIONS** (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

Acts as a legal advisor to City Mayor, City Council and departments; attends city council meetings to apprise and advise city officials related to various city programs, issues, projects and cases; advises, counsels and offers interpretations on city legislation; recommends implementation options for city rules and regulations; attends various advisory and commission meetings to represent city management and provide legal assistance; represents the city in assigned administrative and judicial proceedings.

Performs legal research, conducts liability and legal analysis of city actions, inactions, and threatening litigation; makes recommendations and prepares legal opinions for review and consideration by city attorney and manager, mayor and council; advises and directs city department heads on legal issues associated with their various areas of responsibility; provides legal support in areas related to procurement, land acquisitions, land use codes, employment and labor issues, water law issues, etc.; represents the city and appears in court to secure and maintain legal rights, privileges, and ownership; serves as defense counsel on issues related to appeals on planning and zoning issues; directs the prosecution of all DUI/DWI citations and various code violations.

Provides management direction and process supervision to city legal consultants and contractors involved in specialty projects or litigation; monitors the progress of contracted projects and cases to ensure the best interests of the city are protected and achieved; makes decisions related to the selection and retention of contract and consulting legal staff.

As directed, takes the lead and serves as the first-line contact for legal processes and functions including negotiation, interpretation, analysis, implementation, drafting and enforcement of contracts and agreements; processes citizen complaints and suggestions, drafts legal documents and pleadings.

Drafts ordinances; drafts proposed legislation to update or amend city codes and ordinances; prepares opinions; manages the general compliance with city permits and various city services, i.e., water, wastewater, etc.; initiates sanctions and exercises legal processes for the collection of outstanding revenues or obligations owed to the city; issues official legal notices and warnings such as threats of disconnection, liens, etc.

Prosecutes criminal cases as assigned; represents the city in prosecution of various criminal and (as directed) civil cases; conducts extensive research, reviews criminal investigation reports; files formal complaints; institutes arrest proceedings; prepares case materials; participates in various examination processes such as discovery and briefings; researches and writes briefs; appears in court and presents evidence and argument.

Participates in pretrial conferences; negotiates for mutually agreeable solutions and charges; makes recommendations for sentences and represents the city in show cause hearings; conducts investigation of complaints determines quality of the case and whether or not evidence is sufficient to proceed with prosecution.

Negotiates settlements of claims filed against the city for actions arising out of the course of conducting city business or providing city services; promotes timely settlement to avoid costly litigation as much as is possible.

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Monitors and works closely with counsel retained by the city's insurance carrier to defend the city in order to keep costs down and ensure that any resolution reached is in the best interest of the city.

Monitors changes and trends in state and federal laws and regulations impacting city operations; advises and counsels managers and elected officials regarding application and consequences of city actions.

Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE:**

Juris Doctorate degree from an accredited college or university;

AND

Four years experience as an attorney

AND

Admission to the New Mexico State Bar Association.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

**Working knowledge of** federal, state and local laws and ordinances; legal administrative procedures including the rules of civil and criminal procedure and evidence; zoning & nuisance law, public utility law, procurement law; principles, methods, materials and practices used in legal research; New Mexico Code, constitutional provisions federal and local ordinances as they apply to city government and its operation; case law related to a variety of city government subjects; criminal law issues; legal environment related to human resource management; benefit, retirement, and compensation laws and guidelines.

**Some knowledge of** budget development and fiscal accounting principles, practices and procedures; city department operations including applicable laws and regulations; principles of supervision, including evaluation and motivation; federal and state laws as they apply to personnel management practices.

**Considerable skill** in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and city residents. Skill in the operation of PC Computer, calculator, fax machine, copy machine, telephone.

**Ability to** understand and interpret complex laws, rules, regulations, policies, and guidelines; direct the work of others; plan, organize, and direct, through subordinate staff, the efficient, effective delivery of city programs, services and functions; develop operating policies and procedures; analyzing and resolving problems arising regarding city programs, services, and function; analyze and draft legal documents and to propose legislation; establish and maintain effective working relationships with city and court officials, employees and the public; communicate effectively, verbally and in writing.

### **SPECIAL QUALIFICATIONS:**

Must possess a license to practice law in the State of New Mexico.

### **WORK ENVIRONMENT:**

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain. Essential functions normally require physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Common eye, hand, finger dexterity may be necessary. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in normal course of job performance.

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## ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

## VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

**Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.**