



LEHI CITY POSITION OPENING

Assistant City Attorney

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CLOSING DATE: June 30, 2024

SALARY RANGE: \$101,619 - \$152,429 depending on experience with starting wage not typically above the mid-point (\$127,024) <https://lehiut.applicantpro.com/jobs/3392263>
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STATUS: Full time

DEPARTMENT: Legal Services

JOB SUMMARY: Under the direction of the City Attorney and/or his designee, primarily prosecutes misdemeanor crimes in both the Fourth District Court and the Lehi City Justice Court. Duties may also include working on limited civil matters such as advising the Lehi Planning Commission, attending internal meetings to advise other city departments on legal issues, preparing contracts, and other legal matters as assigned by the City Attorney.

ESSENTIAL FUNCTIONS

Directs and conducts the day-to-day operations of the prosecution function of the department related to the prosecution of class "B" and "C" misdemeanors and infractions, including traffic violations, code enforcement, domestic violence, child abuse, etc., in justice and district courts; receives case reports, examines evidence, interviews victims, witnesses, and law enforcement officers.

Performs preliminary screening to determine probable cause for charges and oversees administration of case load by prosecution staff to coordinate the preparation of necessary documentation; monitors case progress from the filing of criminal informations to sentencing and orders to show cause to assure efficient and effective processing; and attends all court proceedings related to the prosecution of criminal charges. When city prosecution duties have been contracted to outside attorneys, the assistant city attorney administers the contract to ensure that the city's interests are fairly and professionally protected.

Prepares for court by performing legal research, drafting briefs, gathering and analyzing evidence, and preparing jury instructions in order to prosecute criminal cases to the full extent of the law and within the bounds of sound prosecutorial discretion.

Prepares writs, subpoenas, motions, orders and other legal documents; submits regular reports, written or verbal to apprise supervisor of status of assigned cases.

Works closely with the Lehi City Police Department and the Lehi Victim's Advocate to: 1) establish a relationship of mutual trust and respect; 2) coordinate and provide legal advice related to the investigation and prosecution of criminal cases; and 3) prepare and conduct legal topic training for police officers to increase the efficiency and quality of criminal investigation and prosecution.

May attend meetings of the Lehi City Planning Commission and advise the Planning Commission and city staff on all laws, rules, and regulations related to land use items considered by the Planning Commission. Provides training for the Planning Commission concerning the legal requirements of their respective responsibilities including the Utah Open Meetings Act and GRAMA.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from college with a Juris Doctorate Degree from accredited law school by the American Bar Association;

AND

B. Four (4) years of experience as a practicing attorney in criminal law;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Thorough knowledge of advocacy techniques; the principles of law and their application; criminal trial procedures and the rules of evidence; Utah Code, constitutional provisions and local ordinances as they apply to municipal government and its operation; case law related to a variety of municipal government subjects; civil litigation procedures and practices. Working knowledge of principles of supervision; budget administration and fiscal management.

Ability to successfully conduct the prosecution of criminal cases and civil litigation matters; present statements of fact, law and argument cleverly and logically; gather and evaluate information obtained through research investigations and interrogations; analyze and evaluate facts and evidence and to apply them to individual cases and problems; give sound legal advice to the city and its departments, boards and commissions when requested to do so; develop effective relationships with the public, law enforcement, city and other government officials, and judicial personnel; supervise subordinates.

3. Special Qualifications:

License to practice law in the State of Utah.

Must have first chair criminal jury trial experience or a demonstrated ability to handle a misdemeanor district court criminal jury trial as first chair.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Periodic travel required in course of performing portions of job functions. Exposure to stressful situations due to human behavior and position responsibilities. Required to organize and retain familiarity with a large number of court cases of varying complexity and circumstances within short time periods.

NOTE: A complete list of essential functions and minimum requirements of the position may be obtained from Lehi City Human Resources. Lehi City will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call

385-201-2265. Lehi City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age or disability.