



# CITY OF GILLETTE

Human Resources  
201 E. 5th Street • Gillette, Wyoming 82716  
Phone: 307.686.5222 • Fax: 307.685.8892  
Email: humr@gillettewy.gov  
www.gillettewy.gov

## JOB POSTING ANNOUNCEMENT Internal/External

<b>Position:</b>	<b>Assistant City Attorney</b>
<b>Rate of Pay:</b>	<b>\$83,378.31 to \$125,067.47/YR</b>
<b>Benefits:</b>	<b>Yes</b>
<b>FLSA Status:</b>	<b>Exempt</b>
<b>Employment Status:</b>	<b>Full Time</b>

### JOB SUMMARY

This position provides legal advice and support to the City Council, city officials, and city departments and represents the city in administrative and court proceedings.

### ESSENTIAL FUNCTIONS

- Advises the City Council, city officials, and city departments on legal matters.
- Represents the city in administrative and court proceedings.
- Processes civil and administrative appeals.
- Drafts ordinances.
- Drafts administrative policies,
- Works with litigation attorneys and consultants for insurance cases.
- Performs contract development, drafting, review, and editing.
- Develops and/or administers legal risk management programs and activities.
- Conducts staff training related to equal opportunity matters, including harassment and sexual harassment.
- Performs legal research.
- Prosecutes municipal violations.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of local, state, and federal law.
- Knowledge of legal research principles.
- Knowledge of civil litigation and liability claims.
- Knowledge of relevant federal, state and city laws, regulations, and ordinances.
- Knowledge of the rules of courtroom procedure and the rules of evidence.
- Knowledge of departmental functions, programs, and services.
- Knowledge of computers and job-related software programs.
- Skill in producing persuasive legal arguments.
- Skill in the analysis of problems and the development and implementation of

- solutions.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The City Attorney assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

## GUIDELINES

Guidelines include local, state, and federal rules, statutes, codes, ordinances and regulations. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in the provision of legal services to the city. The variety and volume of issues to be managed contributes to the complexity of the position.
- The purpose of this position is to provide legal services to the City of Gillette. Success in this position contributes to the efficiency and effectiveness of a variety of city operations.

## CONTACTS

- Contacts are typically with co-workers, other city employees, elected and appointed officials, law enforcement personnel, other attorneys, representatives of law enforcement agencies, members of the news media, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light and heavy objects.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over Paralegal (1).

## MINIMUM QUALIFICATIONS

- Graduation from an accredited school of law.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three to five years' experience or service.
- Current membership in the Wyoming State Bar.

### HOW TO APPLY:

Complete the required **City of Gillette application and attach a resume**, which is available on the City website at [www.gillettewy.gov/employ](http://www.gillettewy.gov/employ)

**Application Deadline: February 15, 2023, at 5:00 pm MST**

Pre-Employment Drug Screening Conducted. Equal Opportunity Employer