

City of Rock Springs  
212 D Street  
Rock Springs, WY 82901  
307-352-1500  
307-352-1516 (fax)



**Position Request Form**  
(Must be completed prior to posting position.)

Position Requested by: Rick Beckwith, City Attorney

Date: 6/27/2019

Department Director Approval: Rick Beckwith, City Attorney

Date: 6/27/2019

Department: City Attorney's Office

Position Requested: Assistant City Attorney

☒ Replace ☐ Add

If replacement, state previous employee name and date of termination:

Rick Beckwith, 5/2/2017. Position was de-funded as of 7/1/2017.

Position Status:

☒ Full-time ☐ Part-time ☐ Temporary ☐ Seasonal \_\_\_\_\_ months # hours/week 40

☒ Days ☐ Evenings ☐ Nights ☐ Weekends ☐ Various

Specific time of shift: (i.e. 7:00am – 3:30pm) 8:00 a.m. - 5:00 p.m.

Position Qualifications

- ☒ High School Grad/GED ☐ Associates Degree  
☐ Driver's License ☐ Bachelor's Degree  
☐ Commercial Driver's License ☐ Master's Degree  
☒ Certifications Membership - WY State Bar, License to Practice Law in State and Federal Courts. Juris Doctorate from an accredited law school.

Brief Description of Duties: See attached job description.

Position Begin Date: 7/15/2019

Budget Approval: [Signature]  
Director of Administrative Services

Non-Budget Approval: \_\_\_\_\_  
Director of Administrative Services

Approved: [Signature]  
Mayor

Not Approved: \_\_\_\_\_  
Mayor

**Advertising Request**

- ☐ Post In-House Only  
☐ Rocket Miner  
☒ Green River Star  
☐ Regional/National Paper  
☐ State Association Wyoming Bar  
☐ National Association \_\_\_\_\_

**CITY OF ROCK SPRINGS**  
**ASSISTANT CITY ATTORNEY**

**DEFINITION**

Under administrative direction, to perform a variety of professional duties involved in providing a full range of legal services related to municipal government operations including both civil and criminal litigation and prosecution; to conduct legal research and prepare ordinances, memoranda, administrative rules and regulations and other legal documents; and to advise City departments, staff, boards and commissions.

**SUPERVISION EXERCISED**

May exercise technical and functional supervision over professional, technical, and clerical staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide legal advise and opinions to the Mayor, Department Directors, City Council, and City boards and commissions on a variety of legal issues including civil legal issues; advise staff and officials on the legal requirements and consequences of proposed actions; conduct on-going legal research in connection with legal issues pertaining to the City.

Represent the City and its boards, commissions, and agents in civil and criminal legal proceedings before courts, administrative agencies and boards, arbitrators, and other administrative agencies; prepare pleadings, conduct legal research, prepare briefs, motions, court orders and other court documents, appear in court, and negotiate with other parties; negotiate, defend or settle legal disputes; conduct prosecutions including bench and jury trials.

Analyze, review, and draft ordinance, deeds, releases, contracts, and other legal documents which bind or obligate the City; provide legal opinions and recommendations to ensure the City is properly and effectively represented in such matters; review rules, regulations, and policies to ensure legal compliance.

Participate in the development, planning, and implementation of policies and procedures for the City Attorney's Office; devise and implement systems and forms for most efficient operations.

Serve as acting City Attorney as required.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a comprehensive municipal law department.

Organization, duties, powers, limitations, and authority of City government and the City Attorney's Office.

Principles and applications of civil, criminal and administrative law including those relative to municipal operations, municipal finance, parliamentary procedures, and other legal proceedings.

Judicial procedures and rules of evidence.

Methods of legal research; established precedents applicable to municipal activities.

Pertinent Federal, State, and local laws, codes and regulations.

**Skill to:**

Operate modern office equipment including computer equipment.

**Ability to:**

Represent the City in a wide variety of judicial and administrative proceedings.

Prepare and present difficult cases in court.

Present statements of law, fact, and argument clearly and logically.

Conduct research on complex legal problems and prepare sound legal opinions.

Analyze a wide variety of legal issues and prepare diverse legal documents.

Interpret and apply legal principles and procedures.

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

**Ability to:**

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing

situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

Five years of increasingly responsible professional legal experience in municipal or other government law.

**Training:**

A Juris Doctorate from an accredited law school.

**License or Certificate:**

Membership in the Wyoming State Bar and license to practice law in the State and Federal courts.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment.

Effective Date: November 1, 2000