

**JOB OPPORTUNITY**  
**CITY ATTORNEY/PROSECUTING ATTORNEY**

The City of Raymond is now accepting letters of interest and resumes for a part time (20 hrs. /month) City Attorney/Prosecuting Attorney. The position is an exempt contractual position. Must have a minimum of 5 years' of municipal governmental experience. To obtain a complete job description, please contact Gretchen Sagen, Clerk/Treasurer at Raymond City Hall, 230 Second Street, Raymond, WA 98577, or go to [www.cityofraymond.com](http://www.cityofraymond.com) or call (360) 942-4105. The closing deadline for this position is October 5, 2018 at 4:00 PM.

---

# CITY OF RAYMOND

## JOB DESCRIPTION

**POSITION TITLE:** Part-Time City Attorney/Prosecuting Attorney  
**DEPARTMENT:** Exempt/Non-Represented  
**REPORTS TO:** Mayor and Council  
**SALARY RANGE:** \$1,700/mos. (20 hrs. of service/month)

### **GENERAL DESCRIPTION:**

Under the direction of the Mayor, the City Attorney/Prosecuting Attorney will provide legal counsel to City Council, Police Department, Citizen Boards and City employees regarding legal issues affecting the City. This position serves both as the prosecuting and civil attorney for the City, and involves handling a variety of issues including drafting ordinances, resolutions, and other legal documents, rendering legal opinions and prosecuting misdemeanor criminal cases. The work is complex and requires an understanding of municipal, administrative, criminal, contract and other aspects of law.

### **ESSENTIAL DUTIES AND JOB FUNCTIONS:**

1. Prepare cases; gather and analyze evidence in cases; interview witnesses; determine charges to be filed; research law and issues; prepare questions and statements; try cases in court.
2. Prepare and review legal opinions, contracts, ordinances, resolutions and other legal documents.
3. Define problems, collect data, establish facts and draw valid conclusions.
4. Attendance at Municipal Court, including Municipal Court dockets, jury trials, non-jury trials and appeals to the Superior Court, contested infractions and forfeiture cases where an attorney defends.
5. Communication with staff in planning, decision-making, facilitating and process improvement.
6. Perform comprehensive legal research on matters impacting City operations.
7. Manage the City's professional legal services contracts.
8. Attend Council Meetings and other special meetings via conference call or in person when instructed by Mayor, i.e. executive session.

### **QUALIFICATIONS:**

#### **Experience/Required Licensing and Certification:**

1. License to practice law in the State of Washington
2. Active member of the Washington State Bar Association (WSBA) in good standing
3. Must possess a valid Washington State Driver's license.

4. Five or more years of progressively responsible related experience in civil and/or criminal litigation, with municipal/government law background preferred.

**Knowledge of:**

- City, State and Federal Law related to the prosecution of cases.
- Municipal law, including administrative, contract, insurance, land use torts, municipal finance, public records, utility and labor relations law and any other areas bearing upon city management.
- WA State Municipal Court prosecution forms and court procedures and rules of evidence.
- Principles, practices and procedures of civil, constitutional and criminal law.
- Broad knowledge of city policies, procedures, priorities and department operations.
- The organization, powers, and limitations of municipalities.
- Interpersonal skills including, tact, patience and courtesy.
- Supervisory principles and office management.
- Resolving conflicts and gaining cooperation among conflicting groups.