

ASSISTANT CITY ATTORNEY

Full Time: \$71,112 – \$90,744/salary

The City of McMinnville is seeking a dynamic and experienced professional to serve as a full-time Assistant City Attorney. This position serves under the general supervision of the City Attorney as the City's chief prosecutor in the McMinnville Municipal Court and assists the City Attorney in providing legal counsel to the City's officers and elected officials. This is a new full-time position starting FY 2017-18, which will replace the City's previous practice of contracting for a part-time dedicated City Prosecutor.

The Assistant City Attorney shall observe high standards of conduct so that the integrity, impartiality, and independence of the Municipal Court are preserved. The person in this position shall act at all times in a manner that promotes public confidence in the judicial system and the legal profession.



McMinnville City Hall

*The Advantages of Working for the City of
McMinnville and Living in the McMinnville
Community*

The City of McMinnville has much to offer the new Assistant City Attorney, including an organization with a highly motivated and dedicated professional staff; a community that values and provides an

excellent quality of life for its residents, including recreational, cultural, and educational opportunities; the challenge of working in an organization that is addressing the future through citizen involvement and long-range planning; a community where citizens participate in City government; a community with opportunities to live in the city or surrounding rural environment; and, opportunities for professional development.

McMinnville – The Community

McMinnville is located in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. This quiet, easy-going city enjoys a central location to the Pacific Ocean beaches (50 miles), the big city (Portland – 36 miles to the northeast), and the state capitol (Salem – 25 miles southeast), with an easy, scenic drive to Mt. Hood and other exciting ski areas. McMinnville's population is 33,892. McMinnville is the home of Linfield College, one of the nation's most respected small colleges, and is 50 miles north of Oregon State University in Corvallis.



McMinnville Civic Hall

McMinnville – The City

McMinnville has a Council – Manager form of city government. It is a full-service city, providing a broad range of public services, including police and fire, public works, library, parks and recreation, and community development. The City of McMinnville has a statewide reputation for stability, effective governance, and quality management. City services are delivered by 164 full time employees, 154 part-time / temporary employees, and many volunteers. It is the mission of the City to maintain a safe, livable environment within the community and this is achieved through open governance and efficient delivery of public services.



Welcome to McMinnville

Key Duties and Responsibilities

The Assistant City Attorney will:

- ✦ Serve as prosecutor for criminal misdemeanor and municipal code violation cases during trials, hearings, and arraignments – always performing in a manner that promotes public confidence in the judicial system and legal profession;
- ✦ Keep current with changes in the law;
- ✦ Provide advice and training to support staff as needed;
- ✦ Maintain proficiency by attending conferences and meetings;
- ✦ Advise law enforcement officials and code enforcement officers regarding legal questions and procedures;
- ✦ Provide coordination and professional support for the City's
- ✦ Inter-departmental code enforcement program;

- ✦ Represent the City in all civil litigation and arbitration matters not covered by insurance;
- ✦ Assist the City Attorney in providing general legal counsel to the City Manager, Mayor and City Council, including occasional attendance at City Council and other meetings.

The Ideal Candidate

The ideal Assistant City Attorney candidate is a results-oriented leader who demonstrates knowledge regarding Municipal Court policies and procedures; reporting and disclosure requirements of government entities; and the principles and practice of the legal profession.

The part time Assistant City Attorney will be skilled in implementing work methods and procedures which promote a safe working environment; interpreting, understanding, and applying statutes, rules, and regulations; and providing outstanding customer service, both internally and externally.

The Assistant City Attorney will be able to work independently with only general supervision; communicate orally and in writing in a clear and concise manner; represent the City positively and effectively; establish and maintain effective working relationships with those contacted in the course of work; and negotiate effective solutions to complex problems.

Experience and Training

The position of Assistant City Attorney requires a minimum of three years experience practicing law; graduation from an accredited law school; and, an excellent work history and attendance.

Special Requirements and Desirable

Background

The Assistant City Attorney: must be an active member in good standing with the Oregon State Bar Association; must be able to obtain a valid Oregon Driver's License; and, must be able to complete a thorough employment check and pass a criminal background investigation, including fingerprinting, necessary to obtain CJIS and LEDS certification. Thorough knowledge of criminal law practice and rules of criminal procedures, and prior jury experience are strongly preferred. Local government experience as in-house legal counsel in Oregon, residency in Yamhill County, and bilingual ability in English and Spanish are preferred.



Joe Dancer Park

Compensation

The salary for the Assistant City Attorney position is \$5,926-\$7,562/month, depending on experience. The City of McMinnville provides a benefit package for permanent a full-time employee that includes:

- ✦ Medical, dental, and vision insurance in which the City and employee share in increase to premiums;
- ✦ City-paid life insurance;
- ✦ City-paid long-term disability insurance;

- ✦ Sick leave earned at the rate of 8 hours per month;
- ✦ Vacation credit earned at the rate of 6.67 hours, with increases in accrual rates after 3, 7, 13, and 20 years. Prior municipal service may be considered by the City Manager, who has the authority to grant one-half of the prior years' service credit toward vacation for a particular City position;
- ✦ Ten paid holidays and two floating holidays annually;
- ✦ City-paid participation in the Public Employees Retirement System;
- ✦ Professional membership costs and attendance at job-related conferences as budgeted; and
- ✦ Options to participate in the credit union, deferred compensation plan, and other employee-paid insurances.

To Apply for the Position of Assistant City

Attorney

Those interested in applying for the position should submit a cover letter, a current resume that highlights relevant experience and education related to the position, and a City of McMinnville Employment Application.

Application materials (cover letter, resume, and City application) must be received no later than **5:00 pm, Monday, June 19, 2017**. Application materials should be submitted (via regular mail, email, or facsimile) to Ms. Erica Thomas, City of McMinnville, 230 NE Second Street, McMinnville, Oregon, 97128. Email:

erica.thomas@mcminnvilleoregon.gov

Fax: (503) 472-4104

Ms. Thomas is also available to answer any questions from those who need additional information regarding this position or the recruitment and selection process. Please contact her at 503.434.2328 or by email at erica.thomas@mcminnvilleoregon.gov

Selection Process

Selection process: Applications will be screened and evaluated Tuesday, June 20 – Friday, June 23, 2017. Interviews will be scheduled on Friday, June 23, 2017 and conducted Thursday, June 29 and Friday June 30, 2017. A second round of interviews, if needed, will be conducted on Thursday, July 6, 2017. A conditional employment offer is expected to be made Friday, July 7, 2017. Reference inquiries and a background check should be concluded by Friday, July 14, 2017. The tentative start date for this position is Monday, August 7, 2017.

The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact Erica Thomas (see phone number and email address listed above).

Please note that this announcement is intended as a general description of the position and hiring process for the Assistant City Attorney. This is not an implied contract and may be modified without notice.