

Office of the City Auditor

CLASS SPECIFICATION

GENERAL COUNSEL

[Salary Grade 62](#)

Established: December 13, 2018

CLASSIFICATION SUMMARY

Under the general direction of the City Auditor, provides legal advice and services to the Auditor's Office and protects the independence of the Office.

Responsibilities include: providing legal advice on a broad range of issues in support of the City Auditor; drafting legal documents; advising on policy development, program implementation, and a variety of legal subject areas; representing the Auditor's Office in Citywide meetings and initiatives; performing other functions required by City Charter, Code, and statutes. Responsibilities are moderate in scope, allow for a high degree of discretion, and are evaluated in terms of overall legal and cost effectiveness.

DISTINGUISHING CHARACTERISTICS

General Counsel is a single-incumbent classification and is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices. Classification is exempt from Civil Service.

General Counsel is distinguished from Senior Deputy City Attorney in that the former provides independent legal guidance on a wide range of issues to the Auditor's Office and the primary responsibility of the latter is to advise City Bureaus/Offices.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of the following and related duties as assigned.

General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; contribute to an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Work closely with the City Auditor in setting and carrying out the vision, mission, and objectives of the Office; protect its independence from Bureaus; develop and implement policies, initiatives, and activities related to the strategic plan.
3. Provide legal advice and make recommendations to the City Auditor and staff regarding legal and other risks associated with municipal government; keep current on legal developments nationwide; provide divisions with updates and provide recommendations.
4. Research, investigate, and analyze case facts to determine legal and factual allegations, circumstances, proper parties, legal basis of claims, and formulate strategy and tactics.
5. Provide legal opinions, advice, and advocacy, verbally and in writing, in support of City Auditor's policy goals, and regarding enactment or change of policies and consequences and implications of recent cases; respond to requests from management and staff for legal opinions.
6. Support and coordinate with the City Attorney in litigation on behalf of and against the City in cases that involve the City Auditor; provide legal representation; appear in court and before judicial, quasi-judicial, administrative, legislative, committee, and public media forums; prepare for, attend, and advocate for the City Auditor in legal proceedings and settlement conferences/mediations; perform post-trial procedures; determine grounds for and advise on appeals proceedings; advise City Auditor of outcomes and impacts.

7. Support the City Attorney with advice and participate in negotiations of contractual obligations between the City and private businesses, individuals, and other governments; participate in negotiations with the City Attorney on the City's behalf with third parties to resolve issues in contractual, regulatory, or other relationships; review documents for legal sufficiency to ensure actions are legally binding, in proper form, and prevent exposure to liability.
8. Review and approve City ordinances related to the Auditor's Office; coordinate with the City Attorney the review of ballot measures and all legally binding documents, including titles, settlements, deeds, and other instruments in property disposal.
9. Review, analyze, and draft pleadings, resolutions, ordinances, and intergovernmental agreements; gather information; appear before and brief City Council; meet with City representatives and offer advice on the merits and weaknesses of the City's position from the perspective of the Auditor's Office.
10. Ensure the City Auditor and Auditor's Office employees comply with legal and ethical requirements and reduce legal and ethical risks to the City; educate and train employees in ethics, legal duties, and constraints on areas of responsibility, mismanagement, conflicts of interest, and prevention and minimization of legal issues.
11. Represent the Auditor's Office in professional and public settings.
12. Maintain professional communication with the City Attorney's Office.
13. Manage and perform activities related to the unique mission, goals, and responsibilities of the Auditor's Office and individual divisions.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general direction of the City Auditor.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of federal, state, and municipal statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
2. Knowledge of contracts, torts, real property, constitutional law, federal jurisdiction, appellate jurisdiction and practice, civil rights, civil procedure, statutes relating to municipalities and governmental tort liability.
3. Knowledge of rules of evidence procedure for trial and appellate courts.
4. Ability to draft statutes, City Code, administrative regulations, contracts, and other legal documents.
5. Ability to research complex legal questions using digital tools, libraries, professional resources, Oregon Revised Statutes, City Code and Charter, historical City Attorney opinions, and other legal publications.
6. Ability to navigate sensitive political environments.
7. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other government agencies, and others; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
8. Ability to facilitate inclusive participation in Auditor's Office programs and activities by communities of color and people traditionally underrepresented in local decision-making; communicate cross-culturally.
9. Ability to work with a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
10. Ability to communicate effectively, both orally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
11. Ability to analyze and make sound recommendations in complex situations.
12. Ability to use City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Juris Doctorate from an accredited law school;

AND

Experience: Six (6) years of increasingly responsible experience in the practice of administrative, civil, and/or criminal law.

Special Requirements and/or Qualifications:

Admitted to practice law as a member of the Oregon State Bar.

A valid driver's license may be required.

Preferred Qualifications:

Experience working for a public agency.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: