



City of Caldwell (ID) Deputy City Attorney

Job Description Code	Legal-12E	Established Date	07/14/2025
Last Revised Date	07/31/2025	Bargaining Unit	N/A
EEO	EEO4- Paraprofessionals	Occupational Group	N/A
FLSA	Exempt	Benefit Code	General
Physical Class	N/A		

Position Summary

Performs advanced professional legal representation of the city in civil matters; provides legal advice and representation to the mayor and city council, as well as other city boards, commissions, and departments; and assists the city attorney with legal and administrative work. The position reports to the city attorney but works independently within policies and administrative regulations and has wide latitude for the exercise of independent judgment. May be responsible for supervision of the City Attorney's Office (CAO) in the absence of the city attorney. The principal duties of this class are performed in a general office environment.

Responsibilities

- Supervise the daily handling of civil matters in the CAO including the work of staff and other attorneys working within the CAO.
- Assist the city attorney with department administration, policy, and office duties, including employee supervision, work assignments, and budgeting.
- Assist city attorney in providing advice to the human resources director and participate in employee disciplinary proceedings.
- Provide advice and counsel to the mayor, city council, city departments, boards, and commissions.
- Attend meetings of, and provide legal advice and counsel to, the mayor, city council, planning and zoning commission, and any other commissions or meetings where legal presence is necessary or as directed by the city attorney.
- Develop expertise in the functions of all city departments.

- Mentor, lead, and work with other attorneys and staff.
- Oversee projects to improve operations, decrease turnaround times, and streamline work processes.
- Assist the Community Development Department in the interpretation of the subdivision and zoning ordinances and prepare planning related ordinances and documents.
- Advise all departments of the city regarding ordinance interpretation, contracts, and the requirements of state and federal law.
- Supervise outside counsel for the city on matters pending before state and federal courts and administrative bodies; and interface with the city's insurance carrier on claims, potential claims, and general questions of coverage.
- Draft and review contracts, agreements, memoranda of understanding, ordinances, resolutions, policies, and letters.
- Conduct legal research and provide legal analysis of historical information and its application to current issues.
- Perform legal research and provide opinions, memoranda, and correspondence to city staff as needed.
- Prepare for and attend civil trials, mediation sessions, court conferences, and hearings involving the city.
- Analyze violations of the City Code for civil and criminal enforcement.
- Respond to questions from management, supervisors, co-workers, citizens, and the media regarding city ordinances, policies, and procedures in a courteous, thorough, and timely manner.
- Perform time management and scheduling functions, meet deadlines, and set project priorities.
- Perform all work duties and activities in accordance with city policies, procedures, and safety practices.
- Review proposed responses to public record requests.
- Review pending legislation for potential impact to the city.
- Remain reachable via phone to troubleshoot and resolve urgent issues that arise after regular work hours.
- Perform other duties as assigned.

Minimum Qualifications

Education, Training, and Experience Required:

- Graduation from a school of law accredited by the American Bar Association with a Juris Doctorate Degree.
- Five years' experience as a practicing attorney, preferably as a municipal attorney or other governmental legal experience; or

- Any equivalent combination of experience and training that provides the knowledge and ability necessary to perform the work.

Licenses, Certifications, and Other Requirements:

- Membership in good standing in the Idaho State Bar Association.
- A current and valid driver's license.
- Must successfully pass a pre-employment background check and drug test, including prescription medications.

Travel Requirements:

- May require travel within Canyon County.
- Occasional in-state travel to other jurisdictions.
- Occasional out-of-state travel for training.

Required Knowledge, Skills, and Abilities

- Ability to read, write, and speak in the English language at a level necessary for efficient job performance.
- Thorough knowledge of modern office procedures, filing systems, equipment, job-related software applications, and professional office practices.
- Thorough knowledge of legal and judicial procedures, rules, terminology, principles, precedents, procedures, research methods, legal forms and documents; investigative and interviewing techniques; federal and state court litigation processes rules, and practices.
- Good knowledge of applicable federal, state, and city statutes, ordinances, and regulations affecting city government.
- Good knowledge of contemporary negotiation techniques and methods.
- Ability to act as legal counsel to the city in civil matters.
- Ability to advise and counsel the mayor's office, city departments, boards, and commissions on legal issues.
- Ability to define and analyze complex legal issues and problems.
- Ability to review and write legal documents, memoranda, contracts, ordinances, resolutions, policies and procedures, and related documents using professional grammar and spelling; and develop and organize data and communicate outcomes.
- Ability to research and organize facts; interpret and make deductions from varying facts or circumstances; and exhibit proficiency in legal research.
- Ability to understand and interpret Idaho statutes, codes, court rules, regulations, procedures, precedents, case law, and model legal documents.

- Ability to work well under pressure and use good time management skills to perform a wide variety of duties and responsibilities with accuracy, attention to detail, and speed under tight deadlines.
- Ability to maintain a professional demeanor in stressful situations.
- Ability to maintain confidentiality of all matters with tact and discretion.
- Ability to communicate both orally and in writing, using both technical and non-technical language, with diverse persons and interests.
- Ability to use a high degree of tact, discretion, and diplomacy in dealing with sensitive situations and concerned or upset individuals.
- Ability to use logical and creative thought processes to evaluate alternatives and develop solutions and recommendations.
- Ability to operate a personal computer using standard or customized software applications appropriate to create documents, other materials, maintain information, and generate reports.
- Ability to establish and maintain effective working relationships with co-workers, city managers and employees, outside agencies, and the public.
- Ability to provide training to both one-on-one and in-group settings to other attorneys, city staff, elected officials, and citizens.
- Ability to review, proof, and critique legal research and opinions of others.
- Ability to prepare and present accurate and reliable reports containing findings and recommendations.
- Ability to effectively supervise professional and administrative employees.
- Ability to conduct effective negotiations.
- Ability to quickly understand an issue and perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.
- Ability to consistently exercise discretion and judgment within general policy guidelines and legal parameters.
- Ability to perform legal risk-benefit analyses.
- Ability to present statements of fact, law, and argument clearly, logically, and persuasively.
- Ability to develop sound litigation strategy and represent the city effectively in hearings, courts of law, and meetings.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and to communicate effectively in the English language in person, on a telephone, or in a courtroom at a level necessary for efficient job performance.

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review and comprehend a wide variety of materials in both electronic and hard copy form and perform activities such as extensive reading, preparing and analyzing data.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, and a personal computer with constant repetitive movement of the wrists, hands, and fingers.
- Sufficient hearing, with or without reasonable accommodation which allows the employee to hear average or normal conversations and receive ordinary information.
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to function in a general office environment, walk or drive, and perform in a courtroom environment.

Working Conditions:

The physical effort characteristics and working environment described here are representative of those an employee encounters while performing the essential functions of this job.

N (Not) Activity is not applicable to this position

Applicable)

O (Occasionally) Requires this activity up to 30% of the time (2.5+ hours/day)

F (Frequently) Requires this activity 30%-60% of the time (up to 5.5 hours/day)

C (Constantly) Requires this activity more than 60% of the time (over 5.5 hours/day)

Physical Demands		Hazards/Potential Exposure	
<u>F</u> Stand	<u>F</u> 10 lbs. or less	<u>O</u> Toxins/caustics/chemicals	
<u>F</u> Walk	<u>F</u> 11 – 20 lbs.	<u>N</u> Extreme conditions	
<u>C</u> Sit	<u>O</u> 21 – 50 lbs.	<u>O</u> Dust	
Manual			
<u>C</u> Manipulation	<u>N</u> 51 – 100 lbs.	<u>O</u> Moving mechanical parts	
<u>C</u> Grasp	<u>N</u> Over 100 lbs.	<u>O</u> Potential electrical shock	
<u>C</u> Reach Outward		<u>O</u> High pitched noises	
Reach Above			
<u>F</u> Shoulder	Push/Pull	<u>N</u> Blood-borne pathogens	
<u>C</u> Speak	<u>F</u> 12 lbs. or less	<u>O</u> Gaseous risk/fumes	

<u>O</u> Climb	<u>F</u> 13 – 25 lbs.	<u>N</u> Construction zone hazards
<u>N</u> Crawl	<u>O</u> 26 – 40 lbs.	<u>O</u> Communicable disease
<u>O</u> Squat or Kneel	<u>N</u> 41 – 100 lbs.	<u>N</u> Hot liquids/fire
		Height & confined
<u>O</u> Bend	<u>N</u> Over 100 lbs.	<u>N</u> spaces

Additional Information

The city has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be an exhaustive list of all functions, responsibilities, skills, and abilities. This document does not represent a contract of employment. The city reserves the right to change this job description as deemed appropriate.