

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
503-797-1570
www.oregonmetro.gov/jobs



Assistant or Senior Assistant Attorney

(Legal Counsel I or II)

Internal and general recruitment

Status:	One full-time position
Department:	Office of Metro Attorney
Work location:	600 NE Grand Ave., Portland, Oregon
Salary:	Assistant Attorney (Legal Counsel I) \$85,577 - \$94,572 annual starting salary range Senior Assistant Attorney (Legal Counsel II) \$92,998 - \$103,458 annual starting salary range This position is not represented and is exempt
Recruitment number:	OMA-1270/1640-June10
Application deadline:	August 13, 2010, 5 p.m.

Internal applicants must be current employees of Metro or MERC having regular, regular part-time or temporary employment. Temporary employees employed by Metro or MERC must have gone through a competitive selection process for the position currently held. Regular employees must have successfully completed their initial probationary period.

Please carefully follow application procedures at the end of the announcement.

Position summary

Metro seeks an Attorney to provide legal services primarily related to the acquisition of real property to implement the Metro Natural Areas Bond Measure Program, and other matters as assigned. The Natural Areas Bond Measure Program was passed by the Metro regional voters in November 2006, and under that authority Metro has issued \$227 million of general obligation bonds to fund natural areas, trails, and other acquisitions, as well as fund water quality protection. The Attorney will provide legal services as directed by the Metro Attorney and Deputy Metro Attorney for the Metro Council, the Chief Operating Officer and Metro staff; will also provide in-house advice and counsel on a variety of legal issues and problems; and will represent the agency in negotiations and in court and other dispute resolution proceedings.

Position information

This position will be filled at the Legal Counsel 1 (Assistant) or Legal Counsel II (Senior Assistant) Attorney level depending on the successful candidate's qualifications. The primary distinctions between the Legal Counsel I and Legal Counsel II classifications are the complexity and responsibility

of assignments; the amount of lead direction received and given; and the experience of the attorney. Please see the "Minimum requirements" section below for more information.

Essential job duties

An employee in this position must be able to perform all of the essential job duties listed below with or without reasonable accommodation; however, this list is not intended to include all of the specific tasks which an employee in this position may be expected to perform.

- Drafts and provides legal opinions and advice.
- Prepares and reviews, revises and interprets a variety of legal documents, contracts and real estate instruments.
- Reviews and oversees the review of preliminary title reports, escrow documents, closing documents, deeds, easements, legal descriptions, environmental reviews, and surveys.
- Drafts and reviews Metro ordinances and resolutions.
- Works as a team member with Metro non-legal staff as part of the Natural Areas Bond Measure acquisition program.
- Analyzes, researches, interprets and applies statutes, ordinances, court decisions, and legal opinions in the preparation of documents, contracts, opinions and briefs.
- Interacts, confers and negotiates with local government officials, city and county counsels, attorneys general and private attorneys at the senior level regarding Metro legal actions, contracts, real estate, plans and business.
- Negotiates on behalf of the agency, prepares pleadings and other documents and represents the agency when appropriate.
- Performs site visits on properties that often are rural, heavily forested, and/or have difficult terrain, either alone or together with an environmental consultant, surveyor, and/or paralegal.
- Advises and consults with Metro directors, staff, and Metro Councilors in the interpretation of state, local and federal law, the Metro Code, and Metro ordinances and resolutions.
- Plans, assigns, supervises and evaluates the project work of paralegal, legal secretary and other employees involved in Metro legal actions.
- Performs other related duties as assigned.

Minimum Requirements

Graduation from an accredited law school and active membership in the Oregon State Bar Association. Requires license to practice law in the State of Oregon. This is not an entry-level legal position; a minimum of three years active experience as an attorney is required.

Knowledge, skills and abilities

- Knowledge of legal principles, practices, research and terminology as they relate to municipal and civil law, generally, and specifically to real estate, land use, environmental, municipal and contract law.
- Ability to work well in a team environment with other attorneys, paralegals, legal secretaries, and non-legal negotiator, natural-resource, and planning staff.
- Skill and ability in researching, drafting and interpreting complex legal contracts, environmental reports, opinions and documents.
- Skill and ability in analyzing difficult legal problems and issues, anticipating impact and consequences.
- Skill and ability in applying effective legal principles and practices.
- Skill and ability in negotiating and interacting with experienced as well as inexperienced attorneys and landowners.
- Ability to communicate effectively orally and in writing.
- Ability to establish and maintain effective working relationships with Metro Council, the Chief Operating Officer, Metro staff, representatives of other governmental jurisdictions, attorneys in private practice and in-house attorneys, and the public.

- Ability to perform site visits and investigations on terrain that is sometimes remote, uneven, and thickly forested.

Working Conditions

Work is performed primarily in an indoor office environment and in courts of law, although site visits are a regular and expected part of the job and are performed outdoors. Employees in this job may need to work with difficult or upset individuals in adversarial situations and can be exposed to hazardous conditions or materials normally found in such settings. Some evening meetings and some overtime may be required. Mental activities required by this job include frequent decision making, interpersonal skills, teamwork, creativity, use of discretion and problem solving abilities. Negotiation occurs frequently, and presentation/teaching skills and the ability to perform math are occasionally required. It is essential to the position to excel in reading, writing, speaking and understanding English. Required physical activities include frequent typing, repetitive motions of hands and wrists, talking, sitting, hearing and grasping. Standing and reaching frequently occur and occasionally stooping and handling can occur. Walking, pushing, pulling, carrying or lifting up to 20 pounds or in dense brush may be required.

Benefits: Metro provides generous health care benefits that vary depending on the plan the employee chooses, bargaining unit affiliation, and employment status. Metro participates in the Public Employees Retirement System (PERS).

Immigration law notice: Only US citizens and those authorized to work in the United States will be hired. All new employees will be required to complete and sign an employment eligibility form and present documentation verifying identity and employment eligibility.

Equal employment opportunity: All qualified persons will be considered for employment without regard to race, color, religion, sex, national origin, age, marital status, familial status, gender identity, sexual orientation, disability for which a reasonable accommodation can be made or any other status protected by law. Assistance will be gladly provided upon request for any applicant with sensory or non-sensory disabilities.

Veterans' preference: Under Oregon Law, qualified veterans may be eligible for veteran's preference in application for Metro/MERC positions. If you are a veteran, or disabled veteran, and would like to be considered for a veteran's preference for this job, check the appropriate box on the Metro employment application. **To qualify**, veterans must provide appropriate documentation along with their application materials before the application deadline date listed on the job announcement: Veterans: Submit 1) a completed Metro Veterans' Preference form and 2) a copy of your DD-214 or DD-215 indicating discharge status. Disabled Veterans: Submit 1) a completed Metro Veterans' Preference form, 2) a copy of your DD-214 or DD-215 indicating discharge status and 3) your public employment preference letter from the US Department of Veterans' Affairs.

Application procedure

This position opens to internal and general candidates on June 28, 2010.

To apply, submit the following

1. Metro/MERC standard application form
2. Responses to the required supplemental questions listed below
3. Resume, including dates of employment and cover letter

Note: If you do not include all of these materials, your application will be incomplete and will not be considered.

Required supplemental questions

- All applicants must submit a written or typed response to each of the following.
- The responses must be addressed individually and included with the application on a separate sheet(s).

- Write your telephone number, including the area code, in the upper right corner of each page, but not your name.
 - Your responses will be used as part of your application evaluation.
1. **Describe your legal education, bar admissions and legal experience.**
 2. **Describe in detail your legal experience, if any, in the following areas:**
 - a. **Municipal law and representing Oregon public entities**
 - b. **Real estate, land use and environmental law**
 - c. **Drafting and negotiating contracts and agreements**
 3. **Describe your experience working in a team environment and problem-solving with legal and non-legal members of the team.**

Submit your application

Deadline: 5 p.m., August 13, 2010

E-mail: jobs@oregonmetro.gov
Please include the word "Application" in the subject line of your e-mail.
Electronic attachments must be in MS Word or PDF format. We are unable to download ZIP files.

Mail or drop off: Metro Human Resources Department
600 NE Grand Ave, Portland, OR 97232

Fax: 503-797-1798

Important notes about your application

- Applications received after the deadline will not be considered.
- The date and time of our e-mail/fax system will be used to determine if application materials are received by 5 p.m. on the deadline.
- Any unsolicited materials will not be considered. All materials submitted become the property of Metro and will not be returned.

Follow-up

After the application deadline, it usually takes about three to four weeks before the hiring manager selects those individuals who will be interviewed. You can find out the status of a position for which you've applied by: (1) calling the job hotline at (503) 797-1777 and listening for the recruitment update prompt; (2) accessing Metro's website at www.oregonmetro.gov/jobs and clicking on the Recruitment Status Updates link. Weekly recruitment status updates will be posted on the job hotline and web site every Friday.

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