



Assistant Counsel

Job Code	20000093	Job Family	Regulatory & Compliance	Professional / Knowledge Worker	
Department	General Counsel	Reports to	General Counsel	Union Status	Non-Represented
FLSA Status	Exempt	Pay Grade	2062	This Job is a Lead	No
Last Updated	6/27/2023				

Accountability for Workplace Culture

Our PUD values are at the center of our culture. Putting the safety, health, and well-being of our communities and those we work with is valued above all else and everyone on Team PUD must meet this commitment daily. Nothing we do in achieving our Mission is worth a single injury, and all who interact with us must feel they are valued and welcomed as individuals.

Everyone on Team PUD, in all positions, is accountable for achieving this safe and welcoming culture by:

1. Taking full ownership for the safety of themselves and their coworkers, while ensuring everyone feels valued and welcomed.
2. Taking action to identify and eliminate their own and others' at-risk behaviors, including the behaviors that may undermine another's feelings of being welcomed and valued.
3. Following all safety rules and regulations and ensuring the PUD's expectations for conduct and respect are maintained.
4. Openly sharing near-misses, safety learning opportunities, and ways we can learn to be a more welcoming place while encouraging others to do the same.
5. Utilizing Stop Work Authority to intervene with anyone, anytime, in any place.
6. Intervening or seeking guidance to stop actions that are harmful to the wellbeing, health, or sense of belonging of others, and which are detrimental to our PUD values.

Job Summary

Many of the District's operations, policies and practices have the potential to create legal or business risk, or require compliance with a variety of laws, regulations, and other requirements. The District requires professional, objective and timely legal analysis, supporting legal services, and legal representation to successfully manage risk, ensure compliance with these various requirements and regulations, consistent with the professional obligations of public attorneys. In-house counsel is the most effective means of delivering proactive legal and business analysis and advice to minimize risk while advancing the District's objectives and goals.

This entry-level attorney classification provides professional, objective and timely legal analysis, supporting legal services, and legal representation to successfully manage risk, ensure compliance with requirements and regulations. Represents the District in administrative and formal legal proceedings. Attorneys in this class are generally assigned to more routine professional legal tasks and, over time, work with greater independence and assume responsibility for progressively more difficult and complex assignments as experience is gained.

Accountabilities

Accountability #1

Represent the District in assigned litigation, either directly or through management of outside counsel, by handling and tracking all aspects of assigned matters, including discovery, motions, trials, alternative dispute resolution, budgets and appellate practice. Representation should be focused on achieving the highest level of employee and community trust in how the District manages risk, compliance and strategic decision making.

Accountability #2

Advise District departments and staff on a variety of legal matters and complex business transactions, including, but not limited to the legal implications of a particular action, inaction or decision. Advice should focus on ensuring the maximum protection of District legal rights and assets and compliance with federal state and local laws and regulations.

Accountability #3

Prepare, review, and examine contracts, agreements, real property instruments, motions, regulations, and all other legal documents for District departments and staff. Preparation and review of documents should focus on clearly defined priorities and enhancing the strategic goals of the District.

Accountability #4

Provide legal review and support for assigned District projects that involve potential legal or policy issues. Represent the District in project specific negotiations, disputes, dispute resolution, and litigation under the supervision of the General Counsel or designee.

Accountability #5

Deliver exceptional value to our customers through continual improvement and innovation by enhancing knowledge of District policies and procedures, assisting staff in developing and renewing appropriate policies and procedures, assisting other work groups in managing their risks and accountabilities, and similar responsibilities.

Accountability #6

Attend and participate in professional industry meetings, conferences, and trainings. Stay current on new trends and innovations in the field of law and the business of the District. Provide mentoring and assistance in various subject matter areas where appropriate and assist in developing and providing training and continuing education programs.

Accountability #7

Perform related duties as required.

Accountability #8

Accountability #9

Accountability #10

Minimum Qualifications Note

The minimum qualifications listed below are representative of the knowledge, skills, and abilities needed to perform this job successfully, as described in the Accountabilities. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential Accountabilities (duties and responsibilities) of this position. If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please contact Human Resources at HRRecruiting@snopud.com, or by phone at 425-783-8655.

Qualifications – Education and Experience

Minimum Required Education and Experience:

Juris Doctor or equivalent training to qualify for membership in the Washington State Bar Association.

Preferred Education and Experience:

Qualifications – License(s) and/or Certification(s)

Minimum Required License(s) and/or Certification(s):

Active license and in good standing to practice law as a member of any bar association in the United States, with the expectation that individual will obtain Washington State Bar Association membership within six months from the date of hire.

Preferred License(s) and/or Certification(s):

Qualifications – Skills and Abilities

Minimum Required Skills and Abilities:

Legal principles and practices, including civil and administrative law and procedure;
Judicial procedures and the law of evidence;
Basic appellate practice;
Office procedures, methods, and equipment, including computers and applicable software applications;
Methods and techniques of legal research;
Rules of professional conduct;
Define legal issues, collect and analyze information, recommend action;
Communicate clearly, concisely, and effectively, both orally and in writing;
Perform high quality legal research;
Work with District policies and procedures;
Work with policies of the Office of General Counsel;
Analyze and accurately prepare a wide variety of legal documents;

Work under pressure and with individuals who may be challenging;
Meet deadlines;
Use time and resources efficiently;
Organize and perform multiple tasks to meet deadlines;
Establish and maintain effective and positive work relationship with groups and individuals inside and outside the office, particularly attorneys, support staff, District staff, and community;
Work independently or as part of a team, as necessary;
Work effectively across unity, departmental, and organizational lines to achieve goals;
Assist others when asked or directed;
Maintain a high level of confidentiality of records and information;
Exercise excellent judgment and tact in all relationships;
Communicate clearly, effectively, and courteously with attorneys, judges, staff, and the general public;
Respond quickly and effectively to unanticipated situations;
Uphold the highest ethical standards and commitment to professionalism in all areas of work performance and practice;
Be courteous, professional, and honest at all times;
Comply with District Directives and polices.

Preferred Skills and Abilities:

Promote efficient operations and technological systems.
Promote innovation in District processes and procedures.
Exercise a high degree of tact and diplomacy.

Competencies

The following competencies describe the cluster of behaviors associated with job success in the job group identified as “Professional / Knowledge Worker”.

- Adaptability
- Building Customer Loyalty
- Building Partnerships
- Communication
- Continuous Improvement
- Continuous Learning
- Courage
- Decision Making
- Earning Trust
- Emotional Intelligence Essentials

- Facilitating Change
- Influencing
- Initiating Action
- Innovation
- Leveraging Feedback
- Mentoring
- Planning and Organizing
- Positive Approach
- Professional Knowledge and Aptitude
- Stress Tolerance
- Technology Savvy
- Valuing Differences
- Work Standards

Physical Demands

Physical Demands List

Frequency

Sit	Constant (67-100%)
Walk	Occasional (11-33%)
Stand	Occasional (11-33%)
Drive	Occasional (11-33%)
Work on ladders	Never
Climb poles or trees	Never
Work at excessive heights (note heights in open text box below)	Never
Twist	Never
Bend/Stoop	Never
Squat/Kneel	Never
Crawl	Never
Reach	Never
Work above shoulders (note specific activity in open text box below)	Never
Use Keyboard /mouse	Constant (67-100%)
Use wrist (flexion/extension)	Seldom (1-10%)
Grasp (forceful)	Seldom (1-10%)
Fine finger manipulation	Constant (67-100%)
Operate foot controls	Occasional (11-33%)
Lift (note weight in open text box below)	Never
Carry (note weight in open text box below)	Never
Push/Pull (note specifics in open text box below)	Never
Work rapidly for long periods	Never
Use close vision	Frequent (34-66%)

Use distance vision	Seldom (1-10%)
Use color vision	Never
Use peripheral depth perception	Never
Speak	Frequent (34-66%)
Hear	Frequent (34-66%)

Additional Physical Demands not listed above and associated frequency below.

Mental Demands

Communication

Frequency

Understand and carry out simple oral instructions	Frequent (34-66%)
Understand and carry out complicated oral instructions	Frequent (34-66%)
Train other workers	Seldom (1-10%)
Work alone	Frequent (34-66%)
Work as a member of a team	Frequent (34-66%)
Follow standards for work interactions	Seldom (1-10%)
Write communications for clarity and understanding	Constant (67-100%)
Speak with clarity with others	Constant (67-100%)

Comprehension

Frequency

Read and carry out simple instructions	Frequent (34-66%)
Read and carry out complicated instructions	Frequent (34-66%)
Retain relevant job information	Constant (67-100%)

Reasoning

Frequency

Read and interpret data	Frequent (34-66%)
Count and make simple arithmetic additions and subtractions	Seldom (1-10%)
Use intermediate and/or advanced math	Seldom (1-10%)

Organization

Frequency

Plan own work activities	Frequent (34-66%)
Plan work activities of others	Seldom (1-10%)
Direct work activities of others	Seldom (1-10%)

Resilience

Frequency

Work under pressure	Frequent (34-66%)
Work for long periods of time	Frequent (34-66%)
Work on several tasks at the same time	Frequent (34-66%)

Additional Mental Demands not listed above and associated frequency below.

Work Environment

Environmental Conditions List	Frequency
Exposure to weather	Seldom (1-10%)
Wet and/or humidity	Seldom (1-10%)
Atmospheric conditions	Seldom (1-10%)
Confined/restricted working environment	Never
Vibratory Tasks – High	Never
Vibratory Tasks – Low	Never

Additional Environmental Conditions in this job not listed above and the associated frequency below.

Risk Conditions List	Frequency
Exposure to Heights	Never
Exposure to Electricity	Never
Exposure to Toxic or Caustic Chemicals	Never
Working with Explosives	Never
Exposure to Radiant Energy	Never
Extreme Cold	Never
Extreme Hot	Never
Proximity to Moving Mechanical Parts	Never
Noise Intensity	Never
Exposure to animals	Never
Working with angry customers	Seldom (1-10%)

Additional Risk Conditions present in this job not listed above and the associated frequency below.

On-Call Status and Frequency

On-Call is required.

- Yes
- No

On-call activities and frequency.

Work Location

The primary assignment for this position is:

- Remote
- Office Hybrid
- On-Site
- Field/Job Site

While this description has provided an accurate overview of responsibilities, it does not restrict management's right to assign or reassign duties and responsibilities to this job at any time. This position description is designed to outline primary duties, qualifications, and job scope, but not limit our employees or the organization to complete the work identified. In order to serve our customers best, each employee will offer their services wherever and whenever necessary to ensure the success of the District in serving our customers, to further the safety, health, and inclusivity of employees and the public, and achieve expectations of the District overall, while also remaining flexible in recognition of the employee's wellbeing.