

**Signed form must be returned with completed City of West Linn application**

**Assistant City Attorney**  
ESSENTIAL FUNCTIONS

Requires the ability to read, write, communicate, and interpret information accurately in English.

Requires the ability to concentrate and consistently produce accurate work.

Must have the ability to work a varying schedule, which allows City business to function in a timely manner.

Requires the ability to operate a personal computer, multi-line telephone, and to use common electronic media.

While performing the duties of this job, the employee is frequently required to sit, reach with hands and arms, talk and hear.

The employee occasionally is required to stand and walk.

The employee must occasionally lift and/or move up to 10 pounds

The employee is required to sustain an effective, working relationship with a variety of people, including elected officials, state and local community leaders, city staff and co-workers.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**I have read and understand the essential functions of this position. I am able to perform the essential functions of the Assistant City Attorney, as outlined above.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date