

Title: Assistant City Attorney
PG: PB4
Status: Non-Civil Service
Position Reports to: City Attorney
Department: City Attorney's Office

Class Code: 1054
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible professional, administrative and supervisory work in providing legal advice, counsel, and representation to the City. Under the direction of the City Attorney, advises elected, appointed, executive and senior management personnel on matters of legal content, including various highly complex legal matters. Duties include representing the City of civil lawsuits, preparing and presenting cases in appellate courts, and supervising paraprofessional and secretarial employees. Work is performed under the general direction of the City Attorney and is reviewed through conferences, analysis of records, and by results achieved.

ESSENTIAL FUNCTIONS:

1. Assigns and directs paraprofessional and secretarial personnel.
2. Advises department heads and employees on legal questions.
3. Prepares legal opinions and memoranda, gathers facts, checks investigation reports, reviews files and answers correspondence.
4. Prepares ordinances, resolutions, contracts, leases, legal opinions and memoranda as assigned by the City Attorney.
5. Negotiates terms and conditions of agreements and drafts written contracts.
6. Participates in preparation of assigned State and Federal cases for trial; takes depositions, prepares briefs and pleadings, and supervises necessary investigations.
7. Tries cases and appeals adverse judgments to higher court when authorized by the City Commission.
8. Attends City Commission and board meetings as assigned.
9. Drafts and presents legislative bills to local delegation.
10. Represents the City Attorney in his absence.
11. Explains and interprets ordinances and the status of various cases to the general public.

ADDITIONAL RESPONSIBILITIES:

1. Evaluates settlement opportunities in litigation.
2. Supervises subordinate paraprofessional and clerical staff in a manner conducive to high performance and morale.
3. Participates in continuing legal education programs and seminars to improve skills and broaden the attorney's experience and ability.
4. Maintains effective working relationships as necessitated by work.
5. Studies and keeps abreast of court decisions, administrative decisions, legislation and problems pertaining to local government laws and matters relating thereto.
6. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Extensive knowledge of the City of Lakeland's Ordinances and Charter provisions, and of state, Federal and Constitutional Law.
2. Extensive knowledge of judicial procedures, rules of evidence and methods of legal research.
3. Thorough knowledge of established precedents and sources of legal reference applicable to municipal activities.
4. Ability to interpret and apply legal principles and precedents in resolving complex legal problems.
5. Ability to communicate clearly and concisely, both orally and in writing.

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WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Law Degree (J.D. or L.L.B) from an accredited college of law and membership in the Florida Bar.
2. Minimum of three (3) years progressively responsible legal experience.
3. Completion of Certified Public Manager (CPM) or completion within three (3) years.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.