

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT &
COMPENSATION DIVISION**

Job Title	<u>Assistant City Attorney I</u>
Sch & Grade	<u>PAT-9U</u>
Class Code	<u>BB01</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Legal</u>

PRIMARY PURPOSE:

Depending on departmental assignment, position may serve as either:

Prosecuting Attorney - prosecuting cases filed in Municipal Court involving violations of city ordinances.

Civil Attorney - providing a variety of legal services regarding minor civil issues for the City Attorney's Office.

SUPERVISION:

Under direct supervision of the City Attorney.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

Assignment as Municipal Prosecutor

1. Prepares and prosecutes cases filed regarding city ordinance violations which includes completing research and investigations as well as appearing in court.
2. Provides counsel regarding municipal violations to appropriate city officials, department heads, and city employees.
3. Determines when and whether complaints should be filed.
4. Handles appeals from Municipal Court rulings in Circuit Court.
5. Supervises and directs a small number of support employees.
6. Confers with citizens and their attorneys with respect to alleged ordinance violations and necessary corrective action.

Assignment as Civil Attorney

1. Investigates claims and complaints by or against the City and recommends action and takes such action as is necessary.
2. Prepares civil cases for trial and serves as a trial lawyer for the City before County, State and/or Federal Courts.
3. Represents the City Attorney at various Board and Commission meetings and in court when necessary and may serve as the City Attorney in his absence as required.
4. Handles code violations involving zoning and building code matters in Municipal and Circuit Courts as well as any appeals from such decisions.

Assignment for both positions

1. Prepares or assists in the preparation of necessary City ordinances, resolutions, contracts, deeds and other legal documents.
2. Reads, interprets, and applies local laws and ordinances as well as federal and state statutes.

IMPORTANT FUNCTIONS:

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Applicable state, federal and local laws; legal research and investigation techniques.

Abilities

Effectively conduct case work and communicate in a courtroom setting whether assigned to prosecute municipal violations or handle civil law issues for the City Attorney's Office; read, interpret, and understand local laws and ordinances as well as federal and state statutes; prepare and draft legal documents; follow oral and written instructions; communicate effectively both verbally and in writing; model and promote acceptance and respect for differences among employees and citizens; work effectively as a member of a team in carrying out the City's stated mission and philosophy; deal effectively and courteously with associates and the general public; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited law school is required. One year of general law experience is preferred but not required.

Physical Requirements

Pushes and pulls up to 25 pounds, holds and grips objects, and reaches both overhead and to ground level.

Working Environment

Indoors with heating and cooling regulated in either an office or court setting.

Licensing/Certification

Must be licensed to practice law by the State of Missouri or have the ability to obtain licensure by the time of employment.

Miscellaneous Requirements

Must be able to accommodate a flexible work schedule for occasional evening meetings, night court, etc.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 2390
Comments:	Updated Abilities	Date: November 1974

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ **Date:** _____

