

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Assistant City Attorney III</u>
Sch & Grade	<u>PAT-11U</u>
Class Code	<u>BB06</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Legal</u>

PRIMARY PURPOSE:

To serve as trial attorney; drafts contracts and other documents, initiates and performs complex legal research and prepares important legal opinions for City Council.

SUPERVISION:

Under the general direction of the City Attorney; supervises assigned support staff.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Prepares and drafts all types of City ordinances, resolutions, contracts, deeds, and other legal documents.
2. Investigates claims and complaints by or against the City; recommends action and takes such action as is necessary; prepares cases for trial; serves as a trial lawyer for the City before County, State, and/or Federal Courts.
3. Serves as a trial lawyer for the City before County, State, and/or Federal Courts as assigned.
4. Represents the City Attorney at various Board and Commission meetings and in court when necessary; acts for the City Attorney in his absence.
5. Handles code violations involving zoning and building code matters in Municipal Court and Circuit Court; handles appeals from such decisions.
6. Performs a high level of work; initiates projects which are of importance to the City.
7. Provides legal counsel to City officials, department heads and employees.
8. Confers with citizens, their attorneys, etc. with respect to legal issues involving the City.
9. Supervises support staff as assigned.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops and seminars for professional development purposes.
2. May perform office administration tasks, such as typing, filing, copying, etc. as needed.

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 to handle civil issues for the City Attorney’s office; read, understand and interpret all local laws and ordinances, as well as Federal and State statutes; prepare legal documents; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; 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, plus at least four years of general law experience. Litigation experience preferred based upon assignment.

Physical Requirements

Performs bending, squatting, kneeling, and reaching from ground level to overhead; push and pull up to 25 pounds; hold and grip objects.

Working Environment

Typically indoors with heating and cooling regulated in either an office or courtroom setting. May be subject to extreme weather conditions when traveling, conducting investigations or performing related duties.

Licensing/Certification

Must be licensed by the State of Missouri, or have the ability to obtain licensure by the date 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. 4609
Comments:	Updated Abilities	Date: June 10, 1996

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:** _____