

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Assistant City Attorney IV</u>
Sch & Grade	<u>PAT-12U</u>
Class Code	<u>BB07</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Legal</u>

PRIMARY PURPOSE:

Performs a variety of legal services including serving as trial attorney; drafting contracts and other documents, performing complex legal research and preparing important legal opinions for City Council.

SUPERVISION:

Under the general direction of the City Attorney.

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.
3. Prepares cases for trial.
4. Serves as a trial lawyer for the City before County, State, and/or Federal Courts.
5. Represents the City Attorney at various Board and Commission meetings and in court when necessary.
6. Acts for the City Attorney in his absence.
7. Handles code violations involving zoning and building code matters in Municipal Court and Circuit Court.
8. Handles appeals.
9. Provides supervision to other attorneys.
10. Takes initiative in performance of work by undertaking project on own which are of importance to the City.

IMPORTANT FUNCTIONS:

1. Attends conferences, seminars, workshops and other training for professional development purposes.

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; utilize sound judgment; 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; 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 experience in Municipal law. Must be licensed by the State of Missouri.

Physical Requirements

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

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 to practice law 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: _____