Job Description

Job Title:	Assistant City Attorney	Classification:	Unclassified
Department:	Legal Services	Grade:	350
Occupational Group:	Attorney	FLSA:	Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under limited supervision; provides legal counsel and support to the Mayor, City Council, City Manager, City Clerk, Department Directors, Boards, and Commissions of the City of Joplin and/or prosecutes cases on behalf of the City of Joplin in Joplin Municipal Court.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Provides legal advice and interpretations of laws/statutes to the Mayor, City Council, City Manager, City Clerk, Department Directors, Boards, and Commissions including reviewing, evaluating, and recommending approval/modification of legal documents such as contracts, deeds, and bonds.
2. Conducts complex legal research; prepares legal opinions on in-depth legal research projects. Provides day-to-day legal responses to routine or non-complex legal questions.
3. Drafts legal documents including ordinances, resolutions, contracts and deeds. Analyzes and negotiates contracts with emphasis on assignment of risk.
4. Reviews, evaluates, and oversees disposition of claims and complaints against the City.
5. Conducts dangerous building hearings before the Building Board of Appeals; defends judicial reviews arising from administrative proceedings.
6. Directs City litigation; serves as lead counsel for specialized in-house litigation such as condemnation proceedings and judicial reviews, as well as minor litigation not referred to outside litigation counsel.
7. May serve as the City Attorney in the absence of the City Attorney, including attendance at City Council meetings.
8. Conducts fact-finding hearings for discipline of classified employees of the City.
9. Follows contemporary issues in municipal law and state legislation of municipal interest in order to anticipate legal issues that could impact the City.
10. Contributes effectively to the Legal Services Department, communicates effectively with co-workers, both within the Department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.
11. Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.

Other Duties

- Attends conferences, seminars or other training for professional development purposes.
- Attends and participates effectively at departmental staff meetings.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Missouri statutes impacting municipalities; City of Joplin Code; practices, procedures, and techniques for effectively prosecuting violations of City Code in Municipal Court; legal reference resources and research techniques used to prepare and present an effective prosecution of City Code violations in Municipal Court; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with City Council members, other department directors, defense attorneys, and the public; oral and written communication and media relations; interpreting State and Federal laws, rules, and regulations impacting municipal governments in the State of Missouri; interpreting City ordinances, rules, and regulations; Microsoft Office Suite.

Education: Graduation from an accredited law school with a Juris Doctorate degree.

Experience: Legal counsel experience in a local government setting is preferred.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Licensed and member in good standing of the Bar by the State of Missouri throughout employment.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Maintains continuing legal education requirements in the area of municipal law through Missouri Municipal Attorneys Association or International Municipal Lawyers Association is preferred.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	