

CLASS TITLE: ASSISTANT CITY ATTORNEY III – CONTRACTS

General Description

Under general supervision of City Attorney, or designee, provides wide-ranging services including review, interpretation and preparation of contracts, lease agreements, construction contracts, professional services contracts, development agreements and intergovernmental agreements. Well-organized and self-directed individual who is a team player; excellent written and verbal communication skills; detail-oriented perspective, including ability to read, analyze & interpret complex contracts and other legal documents. Application of in-depth and comprehensive knowledge of legal proceedings and the ability to act independently, problem-solve and use sound judgment.

Examples of Essential Job Functions

Duties may include, but are not limited to:

- Review and analysis of proposed contracts, bond and financing papers, insurance policies and other documents affecting the City;
- Prepare or review ordinances, codes, resolutions, deeds, pleadings, requests for proposals/bids, contracts, leases and other legal documents;
- Provide litigation support primarily involving contract-related issues
- Perform legal research and provide clear and concise verbal and written legal advice on a daily basis to other City departments;
- Prepare a variety of reports, correspondence and documents on questions of law and legal procedure as directed and approved by the City Attorney
- Analyze recent cases and legislation and recommend changes in policies and procedures to meet legal requirements.
- Keep current on state, federal and constitutional laws affecting municipal operations.
- Analyze recent cases and legislation and recommend changes in policies and procedures to meet legal requirements.
- Perform special projects and assignments.
- Perform related duties as assigned.

Minimum Qualification:

Knowledge of:

- Must have or be willing to acquire a working knowledge of municipal state and federal laws and constitutional provisions affecting municipal operations, including but not limited to elections law; state law/procedures regarding municipal administration, Fair Labor Standards Act and other applicable personnel, employment and labor law; workman's compensation and unemployment insurance; local government organization; public tort liability law and governmental immunity;
- Effective public speaking techniques.
- Good knowledge of judicial procedures and rules of evidence, conduct of hearings in court and administrative proceedings and methods of legal research, including WESTLAW, Law Desk and West CD-ROM Libraries.
- Familiarity with contract law, transactional, municipal code enforcement proceedings, and constitutional law preferred.

Ability to:

- Analyze and apply legal principles to complex problems.
- Understand/interpret laws and regulations and provide well-reasoned legal advice.
- Learn and analyze the City charter, ordinance and code provisions.
- Communicate effectively both orally and in writing.
- Maintain confidentiality.
- Work collaboratively and independently.
- Distinguish between legal, management and policy matters.
- Work under deadline pressures with little or no supervision.
- Perform traditional legal research and operate a personal computer/software to perform word processing, spreadsheet and legal research functions (WESTLAW and West CD-ROM Libraries) ;
- Serve as a representative of the City of Tulsa, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with City officials, staff, outside agencies, and the public.

Education and Experience:

Education: Juris Doctorate from a law school accredited by the American Bar Association or the Oklahoma Bar Association.

Experience: Two (2) years of progressively responsible experience in the practice of law, including a minimum of one (1) year in drafting and review of contracts; experience in municipal law and bid protest litigation a plus.

Special Requirements:

Must be willing and able to work the hours necessary to accomplish the job requirements including working irregular hours to attend evening meetings and travel to attend classes, meetings and/or seminars. Position is subject to additional working hours above forty-hour work week.

Tools and Equipment Used:

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax/scanner machine.

Physical Requirements:

Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, calculator, and telephone; frequent lifting and carrying up to 20 pounds; occasional pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, bending, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Skills Test Required:

An original legal writing sample must be provided.

Licenses and Certificates:

Possession of a valid license to practice law in the State of Oklahoma or the ability to obtain an Oklahoma license within 6 months of employment and a valid Oklahoma Class "D" Operator's License.

Working Environment:

Working environment is primarily indoors in an office setting; requires some travel to various locations to conduct investigations or to argue appeals.

Class Code: 2055

EEO Code: E-02

Pay Code: CA-03

Group: Cultural, Legal, and Science

Series: Legal

Effective date: October 28, 2019