

## **CLASS TITLE: DEPUTY CITY ATTORNEY**

**PURPOSE OF THE CLASSIFICATION:** Under the direction of the City Attorney is responsible for professional and administrative legal work assisting the City Attorney in directing the activities of the Legal Department. The position requires a team player capable of assisting in planning, directing, managing and overseeing the activities and operations of the City Attorney's Office. This position requires an individual who is able to exercise direct supervision over professional, technical and clerical staff in a busy, high volume legal department and who is well-organized and self-directed. The position requires excellent written and verbal communication skills; and a detail-oriented perspective, including ability to read, analyze and interpret complex contracts, judicial opinions, constitutional and statutory provisions and other legal documents. The position also requires in-depth and comprehensive knowledge of legal proceedings and the ability to act independently, problem-solve, analyze risk and use sound judgment; and perform other related assigned duties in order to assist the City Attorney as the chief legal officer of the City of Tulsa.

### **ESSENTIAL TASKS:**

- Assists the City Attorney in planning, assigning, supervising, and reviewing the work performed by the Legal Department staff, and assumes the City Attorney's duties in his/her absence including attending management team and City Council meetings.
- Assists the City Attorney in developing a Legal Department budget including forecasting funds needed for staffing, equipment, materials and supplies and monitoring and approving expenditures.
- Assists in creation of a department that encourages mentoring and professional development and encourages cross-training of professional and support staff and proactively works to develop best practices in the department in a continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Assists the City Attorney in resolving interdepartmental issues.
- May be responsible for preparing or reviewing and approving ordinances, resolutions, and charter amendments.
- May be responsible for preparing or reviewing and approving as to form contract documents for construction projects, for the purchase, lease, or sale of goods, services and professional services including specifications, bid documents, and requests for proposals, contracts, deeds, leases, bond and financing papers, insurance policies and other documents affecting the City.
- May be responsible for handling and/or supervising real estate transactions including acquisition and sale of land and interests in land through preparation of contracts, leases, easements, deeds, trust deeds, instruments of title, liens, releases and other documents.
- Performs legal research and prepares and reviews formal and informal legal opinions and memoranda for study and consideration of the City Attorney or other City officials and advises departmental officials and employees on legal questions.
- Interprets and communicates the law to other parties.
- Assists with formulating and implementing departmental policies and procedures.
- Analyzes and keeps informed of proposed state and federal legislation affecting the City of Tulsa.
- Attends meetings and conferences for the purpose of learning policies underlying official action and rendering verbal and written opinions on legal implications involved.
- Inspects and approves contracts, bonds, insurance policies, and other documents that involve the City.
- Supervises the preparation of bond titles, election ordinances, and proclamations.
- Reviews rules, policies, plans and forms prepared by other City personnel for compliance with applicable law.
- Upon request, reviews and drafts correspondence for various departments to assure legal accuracy.
- Remain current on municipal law and maintain and develop expertise about laws, regulations, and court decisions affecting municipal legal issues.
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **Minimum Qualifications**

#### **Knowledge, Training and Experience:**

- Graduation from an accredited law school and license to practice law in the State of Oklahoma, eleven (11) years of progressively responsible experience in the practice of law; prior demonstrated personnel management experience a plus.
- Must possess or be willing to acquire a working knowledge of municipal, state and federal laws and constitutional provisions affecting municipalities, including but not limited to elections laws; state law/procedures regarding municipal administration and finance; real estate acquisition and disposition; bidding and contracts; civil rights laws; Fair Labor Standards Act and other applicable personnel, employment and labor laws; and workmen's compensation laws.
- Experience and familiarity with judicial procedures, rules of civil and criminal procedure, rules of evidence and proper conduct of hearings in court and administrative proceedings.
- Knowledge of and ability to use various methods of traditional and computerized legal research, including WESTLAW, and to operate a personal computer/software to perform word processing, spreadsheet and similar functions.
- Significant experience in at least one specialized area of law relevant to municipal practice, *e.g.*, administrative law, litigation, real estate law, contract law, construction law, employment law, required.
- Familiarity with general principles of tort, contract, municipal government, employment, and real property law and state and local court rules and procedures with ability to advise and provide counsel as needed regarding same.

#### **Skills and Abilities:**

- Ability to analyze and apply legal principles to complex problems.
- Must understand and be able to interpret laws and regulations and provide well-reasoned legal advice.
- Must communicate effectively both orally and in writing.
- Must possess and maintain a good reputation for honesty, integrity, and ability to maintain confidentiality.
- Must possess administrative/management skills and ability to assist in planning and supervising the work of a staff of attorneys, secretaries and legal assistants performing municipal legal work.
- Must possess ability to learn and analyze the City charter, ordinances and code provisions.
- Demonstrated courtroom litigation skills and experience in both State and Federal Courts or demonstrated substantive skills and experience in contract law, real estate law or municipal law generally required.
- Must be able to work collaboratively and independently.
- Demonstrated ability to distinguish between legal, management and policy matters.
- Utilize the highest level of interpersonal skills in order to understand, select, develop and motivate people at any level within or outside the organization.
- Demonstrated ability to work under deadline pressures with little or no supervision.
- Serves as a representative of the City of Tulsa and possesses the ability to communicate with and maintain good working relationships with City officials, outside agencies, local, state and federal government officials, judges, attorneys, community representatives and the public by demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy and appropriate tact and discretion in all interactions.
- Maintain professional and legal knowledge through reading and continuing legal education.

- Willingness to work outside of normal business hours as required.
- Ability to concentrate and accomplish tasks despite interruption.
- Demonstrated ability to correctly assess and prioritize different tasks.
- Function effectively in a work environment that may be highly stressful.
- Must possess good human relation skills with the ability to effectively interact with the public, other attorneys, City officials and employees.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 20 pounds; frequent pulling up to 20 pounds; may be subject to walking, sitting, reaching, balancing, bending, handling and climbing; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possess 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; and subject to working more than forty (40) hours per week.

**Class Code: 2044**

**EEO Code: E-02**

**Pay Code: CA-08**

**Group: Cultural, Legal, and Sciences**

**Series: Legal**

**Effective date: October 28, 2019**