PURPOSE OF THE CLASSIFICATION: Under general supervision performs professional legal work assisting the City Prosecutor in the prosecution of cases in Municipal Court; performs legal work in the civil division; and performs other related assigned duties.

ESSENTIAL TASKS:
- Tries civil and/or criminal cases
- Consults with and assists other attorneys in the handling of cases
- Reviews complaints and interviews complainants
- Assists in analyzing municipal ordinance enforcement problems
- Prepares and prosecutes collection proceedings
- Investigates accidents
- Advises City departments, boards, and commissions on questions of law and legal procedures
- Tries administrative matters before boards
- Drafts ordinances, codes, and regulations
- Renders verbal and written legal opinions
- Reviews and inspects contracts, bonds, and insurance policies in which the City has an interest
- Keeps abreast of state and federal legislation affecting the City government
- Answers the public's inquiries regarding legal requirements of the City
- Recommends disposition of criminal complaints and actions
- Prepares pleadings and briefs
- Performs legal research
- Must report to work on a regular and timely basis
- Performs related duties as assigned.

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

QUALIFICATIONS:
Training and Experience: Must meet the following:

(a) Juris Doctorate from a law school accredited by the American Bar Association or the Oklahoma Bar Association; or,

(b) Be a licensed Legal Intern within 6 months of graduation from law school.

Knowledge, Abilities and Skills:

Knowledge of:
- Good knowledge of municipal, state, federal, and common law;
- Good knowledge of the methods of legal research;
- Good knowledge of judicial procedures and rules of evidence; and
- Some knowledge of statute law and court decisions affecting municipal government

Ability to:
- Ability to prepare and try misdemeanor cases in court; ability to write clearly and concisely; and
- Ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.
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.

Licenses and Certificates: Possession of the following:
1. Possession of a valid license to practice law in the State of Oklahoma or the ability to attain an Oklahoma license within twelve (12) months of employment; and,
2. Possession of a valid Oklahoma Class “D” Driver License
3. An original legal writing sample must be provided.
4. Other assessments may also be required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various locations to conduct pre-trial discovery, perform trial work and appear before administrative agencies to argue appeals. 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.

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Group: Cultural, Legal, and Science
Series: Legal