



CLASS TITLE | LEGAL DIVISION MANAGER CRIMINAL DIVISION

PAY GRADE: CA-06 | www.cityoftulsa.org/pay

Effective Date: 08/06/2025

CLASS CODE: 1297

PURPOSE OF THE CLASSIFICATION: Under the general direction of the City Attorney and/or Deputy City Attorney has specific responsibility to supervise the activities of the criminal division within the Legal Department; including managing the day-to-day operations of the division, supervising the work of attorneys and support staff in the criminal division, reviewing and analyzing citations to determine whether charges will be filed, reviewing and analyzing Tulsa Police Department (TPD) arrest reports to determine the appropriate charge or charges to be filed, providing training to relevant city employees related to properly issuing citations and preparing reports to establish probable cause to support filing a charge; providing training to TPD cadets related to municipal prosecutions and difficult misdemeanors; supervising and when needed handling all aspects of criminal prosecution in municipal court, including pre-trial and trial of cases, appeals to the Oklahoma Court of Criminal Appeals, interviewing witnesses, written discovery, depositions, preparing and arguing motions and briefs and representing the City of Tulsa in jury and non-jury trials and performing other related assigned duties. The position requires excellent written and verbal communication skills and a well-organized and self-directed individual who is a team player who possesses the ability to motivate and supervise others; and a detail-oriented perspective, including the ability to read, analyze and interpret complex ordinances, statutes and court decisions. An in-depth knowledge of judicial procedure and rules of evidence, and various methods of legal research; in-depth and comprehensive knowledge of legal proceedings and the ability to act independently, problem-solve and use sound judgment are also required.

ESSENTIAL TASKS:

- Supervises, manages and directs the activities of the criminal division, including planning, assigning, supervising, and evaluating the work performed by the attorneys and support staff in the division, including upper-level attorneys
- Exercises prosecutorial discretion and analyzes arrests and citations to determine whether to file charges or dismissals considering relevant policies, legal and factual considerations and the administration of justice
- Coordinates with management within city departments charged with enforcement of certain city ordinances on prosecution issues, problem cases and supervisory oversight of personnel authorized to issue code citations
- Troubleshoots problems presented daily by city personnel, citizens and defendants in municipal court related to the prosecution of city ordinances requiring the exercise of sound judgment and discretion
- 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 criminal division in a continuous effort to

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improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service

- Reviews and analyzes penal and traffic code provisions and makes recommendations for amendments
- Assists the City Attorney and Deputy City Attorney and coordinates with other Legal Division Managers in resolving interdepartmental issues
- May be responsible for preparing or reviewing and approving ordinances, resolutions and charter amendments
- 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
- Develops and monitors budgeted expenses within the criminal division
- Analyzes and keeps informed of proposed state and federal legislation affecting the City of Tulsa and the Municipal Court
- Remains current on municipal law and maintains and develops expertise about laws, regulations and court decisions affecting municipal legal issues
- Represents the City in criminal prosecution, including discovery, hearings, pleas negotiations, trials and appeals
- Studies and analyzes evidence and, interviews witnesses
- Researches a variety of legal issues that may arise in criminal litigation, including but not limited to probable cause, arrest and search and seizure issues
- Prepare or review and approve pleadings, motions, briefs and written discovery
- Prepare a variety of reports, correspondence and documents on questions of law and legal procedure as directed and approved by the City Attorney
- Reports to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from an accredited law school and license to practice law in the State of Oklahoma; **and,**
- (b) Nine (9) years of progressively responsible experience in the practice of law; **including,**
- (c) Minimum of five (5) years' first chair trial experience in state of federal court and experience with state and local criminal law; prior demonstrated personnel management experience and experience in litigation involving constitutional issues, municipal law issues, criminal law and code enforcement proceedings a plus



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Knowledge, Abilities and Skills:

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 election laws; state laws/procedures regarding municipal administration, criminal law and appeals; local government organization, search and seizure; public tort liability law; governmental immunity and local government organization
- Significant knowledge of and experience with criminal law and procedure, judicial procedures and rules of evidence, conduct of hearings in court and methods of legal research, including WESTLAW
- Demonstrated first chair trial and appellate experience required, experience with criminal law, constitutional law, administrative law, and municipal code enforcement proceedings *preferred*

Ability to:

- Learn and analyze the City charter, ordinance and code provisions
- Analyze and apply legal principles to complex problems
- Understand/interpret laws and regulations and provide well-reasoned legal advice
- Communicate effectively both verbally and in writing
- Utilize effective public speaking techniques
- Maintain confidentiality
- Work collaboratively and independently
- Distinguish between legal, management and policy matters
- Work under deadline pressures with little or no immediate supervision
- Perform traditional legal research and operate a personal computer/software to perform word processing, spreadsheet and legal research functions
- 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

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 working hours above forty-hour work week.

Skills Test Required: An original legal writing sample must be provided.

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



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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:

1. Possession of a valid Oklahoma Class "D" Driver license
2. Possession of a valid license to practice law in the State of Oklahoma **or** the ability to obtain an Oklahoma license within six (6) months of employment

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

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 or to argue appeals.

EEO Code: E-02

Group: Cultural, Legal, and Science

Series: Legal