

**CLASS TITLE: SENIOR ASSISTANT CITY ATTORNEY**

**PURPOSE OF THE CLASSIFICATION:** Under direction is responsible for difficult legal work within the Legal Department; and performs other related assigned duties.

**ESSENTIAL TASKS:**

- Tries civil cases
- Prepares pleading and legal briefs
- Makes verbal arguments and conducts legal research in connection with ordinances and codes
- Prepares ordinances, charter amendments, and resolutions
- Renders verbal and written legal opinions on proposed administrative or legislative actions
- Reviews and examines claims against the City and makes written recommendations for their disposition
- Answers the public's inquiries regarding legal requirements of the City
- Prepares contracts, bid forms, bonds, and election documents
- Consults with and assists other attorneys in the disposition of cases
- Keeps abreast of proposed state and federal legislation affecting City government
- 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.**

**QUALIFICATIONS:**

Training and Experience: Graduation from an accredited school of law and four (4) years of experience in the practice of law, including two (2) years of trial practice.

Knowledge, Abilities and Skills: Considerable knowledge of municipal, state, federal, and common law; considerable knowledge of statute law and court decisions affecting municipal government; considerable knowledge of the methods of legal research; considerable knowledge of judicial procedures and rules of evidence; and considerable knowledge of the City charter and code provisions. Ability to prepare and try a variety of cases in court; ability to prepare legal documents and sound legal opinions; ability to weigh evidence and to interpret and apply laws and precedents; ability to write clearly and concisely; and the 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 and telephone; frequent lifting and carrying up to 20 pounds, occasional pulling up to 20 pounds; and may be subject to sitting for extended periods of time, standing, bending, reaching, and walking; vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid license to practice law in the State of Oklahoma 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 within and outside the City of Tulsa to conduct investigations or to argue appeals; and subject to additional working hours above forty-hour work week.

**Class Code: 2054**

**EEO Code: E-02**

**Pay Code: CA-04**

**Group: Cultural, Legal, and Science**

**Series: Legal**

**Effective date: July 1, 2000**