

CLASS TITLE: ASSISTANT CITY ATTORNEY I

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

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

QUALIFICATIONS:

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

Knowledge, Abilities and Skills: 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 prepare and try misdemeanor cases in court; 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, 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 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 the City of Tulsa to conduct investigations or to argue appeals; and subject to additional working hours above forty-hour work week.

Class Code: 2501

EEO Code: E-02

Pay Code: CA-02

Group: Cultural, Legal, and Science

Series: Legal

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Effective date: December 11, 2013