

CLASS TITLE: ASSISTANT CITY ATTORNEY III - LITIGATION

General Description

Under general supervision of City Attorney, or designee, provides wide-ranging services in connection with handling all aspects of civil litigation including pre-trial and trial of civil cases, interviewing witnesses, written discovery, depositions, preparing and arguing motions and briefs and representing the City of Tulsa in jury and non-jury trials and administrative proceedings; and performing other related assigned duties. Well-organized and self-directed individual who is a team player; excellent written and verbal communication skills; detail oriented perspective, including ability to read, analyze & interpret complex ordinances, statutes and court decisions; 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.

Examples of Essential Job Functions

Duties may include, but are not limited to:

- Represent City in civil litigation including depositions, hearings, settlement conferences, trials and appeals in State and Federal courts and before administrative agencies
- Study and analyze evidence, interview witnesses and take and defend depositions
- Represent City in grievance-related matters including matters before the Civil Service Commission, the Public Employees Relations Board and arbitration tribunals
- Research a variety of legal issues that may arise in civil litigation including, but not limited to, §1983, service of process, contract, tort, and employer-employee
- Prepare or review 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
- Analyze recent cases and legislation and recommend changes in policies and procedures to meet legal requirements
- Keep current on state, federal and constitutional laws affecting municipal operations
- Perform special projects and assignments
- Perform related duties as assigned
- Must report to work on a regular and timely basis

Minimum Qualifications :

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 elections law; state law/procedures regarding municipal administration, employment and labor law; workman's compensation and unemployment insurance; local government organization; public tort liability law and governmental immunity
- Effective public speaking techniques
- Good knowledge of judicial procedures and rules of evidence, conduct of hearings in court and administrative proceedings and current methods of legal research, including WESTLAW
- Demonstrated trial and/or appellate experience required, experience with administrative law, transactional, municipal code enforcement proceedings, and constitutional law preferred

Ability to:

- Analyze and apply legal principles to complex problems
- Understand/interpret laws and regulations and provide well-reasoned legal advice
- Ability to learn and analyze the City charter, ordinance and code provisions

- Communicate effectively both orally and in writing
- Maintain confidentiality
- Work collaboratively and independently
- Distinguish between legal, management and policy matters
- Work under deadline pressures with little or no immediate supervision
- Perform legal research and operate a personal computer/software to perform word processing, spreadsheet and legal research functions (WESTLAW)
- 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

Education and Experience

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

Experience: Two (2) years of progressively responsible experience in the practice of law, including a minimum of one (1) year of litigation experience; experience in litigating municipal issues, employment law, construction disputes, civil rights actions and/or administrative and bid protest proceedings preferred.

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 additional working hours above forty-hour work week.

Tools and Equipment Used:

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

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.

Skills Test Required:

An original legal writing sample must be provided. Other assessments may also be required.

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 to conduct pre-trial discovery, perform trial work and appear before administrative agencies to argue appeals.

Class Code: 2502

EEO Code: E-02

Pay Code: CA-03

Group: Cultural, Legal, and Science

Series: Legal

Effective Date: August 19, 2013