CLASS TITLE: ASSISTANT CITY ATTORNEY III – REAL PROPERTY

General Description
Under general supervision of City Attorney or designee, provides wide-ranging services in connection with handling all aspects of real property and zoning including assisting with and preparing documents for tax increment financing districts, abatements, and economic development issues; drafting, reviewing and analyzing ordinances and other documents relating to real property and zoning, construction, development, municipal elections, and other matters; advising the Tulsa Metropolitan Area Planning Commission, City of Tulsa Board of Adjustment, and Tulsa Preservation Commission, and their staffs; advising staff of City departments; and representing the City of Tulsa in eminent domain proceedings and appeals from the Board of Adjustment. The position requires excellent written and verbal communication skills and a well-organized and self-directed individual who is a team player and possesses a detail-oriented perspective, including the ability to read, analyze and interpret complex ordinances, statutes and court decisions. Knowledge of real property and zoning laws 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 required.

Examples of Essential Job Functions

Duties may include, but are not limited to:

- Prepare, review and analyze documents for, and provide legal advice on, tax increment financing districts, abatements, and economic development issues
- Draft, review and analyze ordinances, resolutions, Charter amendments and other documents relating to real property and zoning, construction and development, code enforcement, municipal election and other matters and make recommendations regarding same
- Advise the Tulsa Metropolitan Area Planning Commission, City of Tulsa Board of Adjustment, and Tulsa Preservation Commission and their staffs, advise other boards, authorities and commissions as assigned
- Advise staff of City departments
- Review and analyze Board of Adjustment appeals and civil litigation involving real estate or zoning matters, represent City in eminent domain proceedings and provide risk analysis
- Perform legal research and prepare and review formal and informal legal opinions and memoranda for study and consideration by the City Attorney or other City officials, and advise department officials and employees on legal questions
- 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, assignments and other 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, real property law, particularly as it impacts municipalities, Local Development Act, zoning law, public tort liability law, governmental immunity and local government organization
- Knowledge of and experience with real property law and disputes, including Board of Adjustment appeals, zoning issues, annexation procedures, and methods of legal research
- Experience with economic development, constitutional law governing municipalities, real property and zoning issues, administrative law, transactional, and municipal code enforcement 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 traditional 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 handling real property, zoning or economic development matters; experience with tax increment financing matters and/or litigation involving constitutional issues, municipal law issues, real property and zoning law or administrative 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.

Testing 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.

Class Code: 2504
EEO Code: E-02
Pay Code: CA-03

Group: Cultural, Legal, and Science
Series: Legal

Effective Date: August 3, 2015