

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

## Assistant City Attorney

**Department:** Administration

**Pay Grade:** 519

**FLSA Status:** Exempt

**Job Code:** A102

### JOB SUMMARY

The purpose of this classification is to provide legal services for the City of Roswell and its management staff and to protect and defend the City from possible litigation, to include interpretation of laws and regulations, provision of legal advice, preparation and review of legal documentation, management of legal matters and litigation, and other legal support as required.

### ESSENTIAL JOB FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals as directed by the City Attorney.
- Coordinates daily work activities: organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with assigned staff, assists with complex/problem situations, and provides technical expertise.
- Interprets, explains, applies, and ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.
- Consults with City Attorney, City Administrator, Deputy City Administrator, Mayor, City Council, department managers, outside counsel, and other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Conducts legal research to identify current law and changes in law, to locate case authorities or other law, to identify precedents, or to locate other information: conducts research using law books, electronic data sources, Internet sites, hardcopy materials, or other sources.

- Provides legal opinions, counsel, and advice on various matters to City Administration, Mayor, City Council, City Attorney, department managers, division heads, boards, committees, employees, or other City representatives in their official capacities.
- Drafts, reviews, and/or prepares a variety of legal documentation: drafts ordinances, resolutions, and amendments to effect directives and orders of City Council; researches and recommends modifications to City ordinances based on new laws and case holdings; drafts legislative updates regarding newly enacted state laws and opinions; reviews, interprets, and approves all City contracts; negotiates contracts, franchises, and agreements with business and governmental entities; drafts and files real property deeds, easements, and other real estate documentation; calls bonds and represents the City in actions against contractors and subcontractors involving City construction projects.
- Represents the City of Roswell and its officials, boards, and committees in all aspects of litigation in state/federal courts and with administrative agencies.
- Oversees litigation cases involving the City of Roswell: investigates merits of and possibility of success for potential claims or actions against the City, its officials, and/or its employees; determines legal strategies to obtain favorable resolution of cases; proposes and considers settlements; drafts legal documentation and represents the City in court; monitors status of cases and provides status reports to City management.
- Reviews and responds to citizen complaints, Open Records Act requests, and other communications from the public.
- Assists in directing operations and activities of the Legal Division: provides direction and supervision to legal staff; makes budgetary recommendations; assists in monitoring division expenditures to ensure compliance with approved budget.
- Advises and works with Community Development Director, Zoning Director and Code Enforcement officers on zoning and code enforcement issues.
- Prepares or completes various forms, reports, correspondence, performance evaluations, legal opinions, annual reports, open record request responses, ordinances, policies, amendments, resolutions, code amendments, contracts, agreements, litigation documents, pleadings, legal advertisements, legal documents, or other documents as directed by the City Attorney.
- Receives various forms, reports, correspondence, job applications, invoices, budget reports, alcoholic beverage license applications, open records requests, draft correspondence, contracts, agreements, deeds, meeting minutes, official records, insurance forms, zoning maps, newspaper advertisements/notices, newsletters, legislative updates, laws, regulations, ordinances, policies, procedures, periodicals, journals, legal books, manuals, directories, research materials, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a motor vehicle, personal computer, general office equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, legal research, e mail, Internet, or other computer programs.
- Communicates with City Attorney, City Administration, Mayor, City Council, City officials, other departments, employees, attorneys, outside counsel, judges, court personnel, vendors, developers, contractors, state/federal agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

- Serves as primary legal advisor to the Historic Preservation Commission.
- Attends meetings, serves on committees, and makes presentations as needed or directed by the City Attorney: attends meetings of the Mayor and City Council, other City boards and commissions, department head meetings, and division head meetings; attends and/or participates in City functions.
- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends bar meetings, conferences, workshops, and training sessions as appropriate.
- Performs general/clerical tasks, which may include monitoring court dates and expiration dates, reviewing alcoholic beverage license applications, making copies, sending/receiving faxes, or replacing paper/toner in office equipment.
- Provides assistance to other employees or departments, as needed.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a Juris Doctorate degree supplemented by at least three (3) years of previous experience and/or training that includes general law practice, municipal law, employment law, real estate law, contract law, courtroom procedures, legal research, supervision, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

#### **Licenses or Certifications:**

- Possess and maintain a valid Georgia Driver's License with a satisfactory motor vehicle record (MVR).
- Must possess and maintain valid State Bar of Georgia Law License, with three (3) years of membership in good standing to practice law in all Georgia Courts.

#### **Special Requirements:**

- None

#### **Knowledge, Skills and Abilities:**

- Knowledge of principles, methods, and guidelines associated with municipal law, including zoning law, contract law, real estate law, employment law, legal research, interpretation of laws, provision of legal advice, and preparation of legal documents.
- Knowledge of the judicial system, courtroom procedures, the litigation process, management of legal matters and litigation, and filing of legal documents.
- Knowledge of City, county, state, and federal laws, ordinances, and statutes; must be able to effectively research City, County, State, and Federal authorities, case law, and other legal resources.
- Ability to read and understand statutes, case law, and legal terms and theory.
- Ability to prepare legal documents, resolutions, ordinances, and other legal correspondence.
- Ability to effectively lead, motivate, and evaluate assigned staff.

- Ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions; and the ability to do so within the context of existing organizational theories and management principles.
- Ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.
- Ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.
- Ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.
- Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

#### **PHYSICAL DEMANDS**

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed without exposure to adverse environmental conditions.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*