

## CITY OF ALTUS

### Job Description

<b>Position Title: City Attorney</b>	<b>Department: Legal and Municipal Court</b>
<b>Direct Supervisors: City Council and City Manager</b>	

#### **Position Purpose:**

- Advise elected officials, the City Manager and Department Directors on legal matters
- Represent the City, elected officials and city employees, as needed, in actions filed in federal or state courts or filed before administrative bodies and agencies
- Prepare ordinances, resolutions, contracts, agreements and other legal documents
- Review and monitor all tort claims submitted to the City
- Handle litigation matters in federal and state court filed on behalf of the City as requested and monitor all ongoing litigation involving the City
- Prepare semi-annual litigation reports for presentation to the City Council
- Serve as a legal counsel to and provide legal services for Municipal trust authorities
- Serve as legal counsel for the City before boards and commissions
- Assist the Human Resources Director, as requested, in the proper administration of federal and state laws and city personnel policies and procedures
- Handle official internal complaints, investigations and grievances at the request of the City Manager
- Participate as a team member in connection with negotiations with bargaining units for collective bargaining agreements and in the processing and resolution of grievances arising under collective bargaining agreements
- Serve as municipal prosecutor and appear in Municipal Court on behalf of the City
- Attend City Council meetings and workshops
- Perform any other duties as requested or required by the City Council or the City Manager

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

- Graduate from a law school accredited by the American Bar Association
- Minimum of either five (5) years of experience as a practicing attorney or three (3) years of experience as a municipal counselor or assistant municipal counselor in Oklahoma
- Licensed to practice before the Oklahoma Supreme Court and the United States District Court for the Western District of Oklahoma
- Must not have been disciplined by the Oklahoma Supreme Court in the last ten (10) years

### **Knowledge and Skills:**

- Knowledge of federal and state constitutions and statutes pertaining to the area of municipal government and municipal operations
- Knowledge of City ordinances, rules, regulations and processes
- Knowledge of civil procedure and rules of evidence for federal and state courts
- Skilled in research, drafting of pleadings and motions and arguing before courts and administrative bodies and agencies
- Strong analytical skills and the ability to learn and become proficient in new areas of the law
- Ability to work independently and efficiently to meet the needs of the City in a timely manner
- Outstanding communication skills
- Demonstrated ability to facilitate the resolution of issues in an effort to reach consensus
- Demonstrated ability to maintain strict confidentiality
- Demonstrated ability to address and resolve controversial and/or sensitive issues in a calm and professional manner
- Ability to work and interact in a professional manner with members of the City Council, the City Manager, all departments and the general public

### **Conditional of Employment**

- Subject to post offer, pre-employment drug screen
- Subject to post offer, pre-employment criminal background check
- Must maintain unrestricted license to practice law in the State of Oklahoma and before the United States District Court for the Western District of Oklahoma
- Must be able to speak and understand English and communicate effectively orally and in writing