

## CHIEF ASSISTANT CITY ATTORNEY

### NATURE OF WORK

This is highly responsible, professional legal work as a member of the city's legal staff, and as a division head of one of the two divisions in the Law Department.

Work involves independent responsibility for the preparation and conduct of especially complex and difficult cases. Employees have independent responsibility for representing city departments, advising administrative officials and conducting civil and criminal suits. Work is distinguished from that of a lower level by the much broader area of assignment, the added complexity of cases, and the divisional supervisory responsibility. General supervision is received from the City Attorney although very little check is made on the details of operation. Detailed supervision is exercised over divisional employees, and the employee may assume the duties of the department head when necessary.

### EXAMPLES OF WORK PERFORMED

Performs the most complex legal research and prepares ordinances, resolutions, contracts, leases, and memoranda for study and consideration of the City Attorney or other city officials.

Serves as attorney representing several of the major city departments; advises departmental officials and employees on legal questions, and prepares legal opinions; gathers facts, checks investigation reports, reviews files, and answers correspondence.

Prepares cases and defends the city in claims against the city for damages for alleged negligence in maintenance of streets, sidewalks, storm sewers, public vehicles, and other public property and equipment.

Defends the city in federal civil rights cases, mandamus, injunction, quo warranto, and error proceedings; defends city officers and employees.

Acts as one of the principal assistants to the City Attorney and, if designated, acts for said official in his absence; may perform duties as Chief City Prosecutor in criminal cases in County and higher courts.

Supervises the functions of a designated division.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of charter and city ordinances and accepted interpretations of same.

Thorough knowledge of state statutory and constitutional law.

Thorough knowledge of judicial procedures at all judicial levels.

Thorough knowledge of the organization, functions, and legal limitations on the authority of the various city departments.

Ability to analyze, appraise, and organize the facts, evidence, and precedents concerned in cases; and to present such material orally or in writing, in clear and logical form.

Ability to represent the interest of various city departments in drafting legislation and contracts.

Ability to present and argue cases in court.

Ability to analyze cases for their value as legal precedents, and to determine which cases the city should appeal.

#### DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited college of law; and extensive experience as a practicing attorney, including thorough experience in municipal law and trial work.

#### NECESSARY SPECIAL REQUIREMENT

Membership in the State of Nebraska Bar Association with eligibility to practice law in the State of Nebraska.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

Revised: 8/90

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