

## CITY ATTORNEY

### NATURE OF WORK

This is professional and administrative legal work as the legal advisor for the city. This position is in the unclassified service.

Work involves responsibility for the direction of all legal work of the city, and for the planning and development of an adequate legal program in relation to municipal activities. The employee in this class is the legal advisor to the City Council, Mayor, and heads of departments. Duties require the exercise of extensive independent judgment as the ultimate legal authority for the city. Supervision is exercised over all professional and clerical employees in the department. Work is performed in accordance with general policies of the City Council and Mayor.

### EXAMPLES OF WORK PERFORMED

Plans, assigns and supervises work performed in the Law Department.

Renders oral and written opinions to the City Council, Mayor, department heads, and other officers of the city government.

Attends council meetings and conferences for the purpose of learning policies underlying official action and gives advice on legal implications involved.

Reviews annual departmental report regarding claims against the city, court prosecutions, civil cases, land acquisitions, and the preparation of ordinances.

Keeps informed of proposed state and federal legislation affecting the city government.

Prepares and approves proposed ordinances for final determination.

Draws contracts and agreements and passes on the legality of other contracts and agreements.

Represents the city in the more important civil actions; prepares pleadings, conducts legal research, and represents the city at trials and in appeals before the supreme court.

Performs related work as required.

## DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Extensive knowledge of city code and charter provisions, and of the general law of city and state, with particular reference to municipal legal provisions.

Extensive knowledge of established precedents and sources of legal reference.

Extensive knowledge of judicial procedure and rules of evidence.

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

Ability to organize, interpret and apply legal principles and knowledge to complex legal problems.

Ability to supervise the preparation and trial of important cases and to present material clearly and logically in oral or written form.

Ability to meet and effectively deal with persons interested or involved in suits against the city.

Skill in the preparation and trial of cases.

## DESIRABLE TRAINING AND EXPERIENCE

Graduation from a recognized school of law; and extensive experience in the practice of municipal law and considerable supervisory experience.

## MINIMUM QUALIFICATIONS

Graduation from a recognized school of law; and considerable experience in the practice of municipal law and supervisory experience.

## NECESSARY SPECIAL REQUIREMENT

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

5/69

Revised: 8/86

Class Code Change: 8/95

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