

## ATTORNEY II

### NATURE OF WORK

This is responsible professional legal work as an Assistant City Attorney on the city's legal staff.

Work involves independent responsibility for the preparation and conduct of criminal and civil cases, as assigned by the City Attorney or the Chief Assistant City Attorney for the division to which the employee is assigned (Chief Assistant), that are more complex in nature than those assigned to an Attorney I. Work includes litigation more complex than as may be assigned to an Attorney I, contract drafting and negotiations, representation of boards and commissions, complex real estate transactions, and other assignments as may be deemed suitable by the City Attorney or Chief Assistant for the employee. Employees in this class shall prepare and try cases in state and federal courts as may be assigned and may require supervision by a more senior attorney. Attorney II employees have responsibility for conducting legal research, preparing opinions, advising administrative officials, performing legal work involved in land acquisition, and trying traffic cases and other Lincoln Municipal Code offenses. Work is distinguished from that of an Attorney I by greater independence of action and overall greater complexity. General supervision is received from the Chief Assistant for the division who evaluates the professionalism, competency, and effectiveness of the preparation and conduct of work assigned to the attorney.

### EXAMPLES OF WORK PERFORMED

Performs duties related to legal matters more complex than those assigned to an Attorney I; prepares ordinances, resolutions, contracts, leases, and memoranda for study and consideration by the department head or other City officials, including elected officials.

Advises departmental officials and employees on legal questions and prepares legal opinions.

Gathers facts, checks investigation reports, reviews files, and answers correspondence.

Prepares assigned cases for trial; takes depositions, prepares briefs and pleadings, and supervises necessary investigations; tries cases, including complex cases in state and federal court; participates in decision to seek judicial review of adverse decisions.

Prepares and prosecutes criminal cases in county court, district court, and appellate courts.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of the charter and City ordinances and accepted interpretations of

them.

Considerable knowledge of judicial procedures and rules of evidence.

Considerable knowledge of state statutory and constitutional law.

Considerable 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 present and argue cases in court.

Ability to analyze cases for their value as legal precedents, and to aid in determining which cases the City should appeal.

#### MINIMUM QUALIFICATIONS

Graduation from an accredited college of law and at least two (2) years of experience as a practicing attorney.

#### NECESSARY SPECIAL REQUIREMENT

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

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