

## **ASSISTANT CITY ATTORNEY - 084**

### **DEFINITION OF WORK**

Under regular supervision, performs difficult professional work in the rendering of legal services to the City; serves as chief legal officer for the City in the absence of the City Attorney; does related work as required.

### **EXAMPLES OF WORK**

Attends meetings of boards and commissions of the City and renders on-the-spot legal advice; drafts ordinances, resolutions, charter revisions, proposed legislation, contracts, deeds, leases, releases, franchises and other complicated legal documents on behalf of the City; processes and litigates claims against the City; prepares cases for trial, interviewing witnesses, examining law and evidence; represents the City in complicated trial and appellate litigation; prepares formal legal opinions for the signature of the City Attorney; conducts title searches, certifies titles and handles closings; renders routine legal advice on a daily basis to offices, departments and agencies of the City.

### **EMPLOYMENT STANDARDS**

Education and Experience: Any combination of education and experience equivalent to a Doctor of Jurisprudence and considerable experience in the practice of law, preferably in municipal work.

Knowledge, Skills and Abilities: Thorough knowledge of municipal law, torts, contracts, civil rights, administrative process and real property; thorough knowledge of the principles, methods, materials, practices and references utilized in legal research; thorough knowledge of legal office procedures and practices; ability to establish and maintain effective working relationships with court officials, City officials and the general public; ability to present complex ideas effectively, orally and in writing; ability to handle complex trial and appellate litigation.

### **SPECIAL REQUIREMENT**

Active membership in the State Bar of North Carolina.

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REV. 7/91