

CITY OF HELENA



Position Title: Deputy City Attorney

Department: City Attorney

Grade: 160

FLSA: Exempt

DEFINITION

Under direction of the City Attorney, performs a variety of professional duties involved in providing a full range of legal services related to municipal government operations; to represent the City in proceedings before courts, administrative agencies and boards, arbitrators, and other administrative agencies; to investigate, prepare and prosecute civil and misdemeanor criminal cases in courts; to develop legal documents; and to advise City departments, staff, boards and commissions.

SUPERVISION RECEIVED

Supervised by City Attorney.

SUPERVISION EXERCISED

May exercise technical and functional supervision over clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Represent the City and its boards, commissions, and agents in civil and criminal legal proceedings before courts (including City Court, Montana District Court, Montana Supreme Court, Federal Court), administrative agencies and boards, arbitrators, and other administrative agencies; prepare pleadings, conduct legal research, prepare briefs, motions, court orders and other court documents, appear in court, and negotiate with other parties; negotiate, defend or settle legal disputes which may involve significant amounts of City funds.

Represent the City by prosecuting various misdemeanor criminal offenses; initiate prosecutions; prepare cases for prosecution; request warrants; review reports and conduct legal research; prepare court orders, petitions, affidavits, and briefs; try cases; determine and recommended appropriate sentences.

Provide legal advice and opinions to City employees, City Commission, and City boards and commissions on a variety of legal issues; advise staff and officials on the legal requirements and consequences of proposed actions; provide training to City staff and others on current laws and effective enforcement procedures; conduct on-going legal research in connection with legal issues pertaining to the City.

Provide legal services on land use issues including planning, zoning and subdivision review. Review plats and certificates of survey for compliance with zoning and subdivision regulations.

Analyze, review, and draft ordinance, deeds, releases, contracts and other legal documents which bind or obligate the City; provide legal opinions and recommendations to ensure the City is properly and effectively represented in such matters; review rules, regulations, and policies to ensure legal compliance.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

SAFETY RELATED DUTIES:

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses, and accidents immediately to their supervisor. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Basic operational characteristics, services and activities of a municipal law department.

Basic organization, duties, powers, limitations, and authority of City government and the City Attorney's Office.

Principles and applications of civil, criminal and administrative law.

Judicial procedures and rules of evidence.

Methods of legal research; established precedents applicable to municipal activities.

Pertinent Federal, State, and local laws, codes and regulations.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Represent the City in a wide variety of judicial and administrative proceedings.

Prepare and present difficult cases in court.

Present statements of law, fact, and argument clearly and logically.

Conduct research on complex legal problems and prepare sound legal opinions.

Analyze a wide variety of legal issues and prepare diverse legal documents.

Research, interpret and apply legal principles and procedures.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands & Work Environment

Ability to work in a standard office environment. Mobility to work in a typical office setting and use standard office equipment, vision to read printed materials and a computer screen, and hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Two years of experience in criminal law and procedures, local government, and land use law.

Training:

A Juris Doctorate from an accredited law school.

License or Certificate:

Membership in the Montana State Bar and license to practice law in the State of Montana.