

CITY ATTORNEY

FLSA STATUS - Exempt

DESCRIPTION OF WORK

Subject to legislative policy of the City Council, performs professional legal work by drafting desired policies and advising the Mayor, City Council, the City Manager and staff of the City regarding legal policies, practices and related matters; represents the City government, officials and employees as appropriate; serves as City Prosecutor.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Prosecutes in misdemeanor cases; represents the City in courts, in jury trials and trials before the Judge; arranges plea arrangements; attends Court for arraignments, plea hearings, sentences and appeals; prepares briefs; performs civil legal work including reviews of annexation and development proposals, land transfers, negotiating settlements, civil defense and other types of civil cases; processes insurance claims; answers requests of citizens; prepares ordinances and resolutions; defends claims against the City; researches law and prepares opinions; provides legal opinions; supervises one clerical position.

OTHER DUTIES: Attends conferences and other legal training events; performs related duties.

QUALIFICATIONS

Thorough knowledge of rules of evidence, court procedures and practices.

Thorough knowledge of legal research methods and principles.

Considerable knowledge of state law related to local government.

Ability to prepare for and conduct effective litigation actions on behalf of the City.

Ability to analyze and interpret complex legal issues.

Ability to communicate in an effective manner, both orally and in writing.

Ability to make effective verbal presentations to the City Council and the public.

Ability to establish and maintain effective working relationships with fellow employees, officials, other agencies and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform sedentary physical work and to lift and carry up to 10 pounds;

Ability to stand, walk, sit and perform similar body movements;

Possesses hand/eye/foot coordination adequate to operate office equipment including a computer;

Ability to talk and hear in person and by telephone, and Dictaphone;

Ability to see and read instructions, laws, codes, dispositions and similar documents.

EXPERIENCE AND TRAINING

Any combination of education and experience equivalent to graduation from an accredited college of law with a LLB or Juris Doctorate Degree, and two years of experience as a licensed attorney with experience that has provided for a broad familiarity with laws pertaining to local government; licensed to practice law in the State.

SPECIAL REQUIREMENTS: Membership in Wyoming Bar Association.