



TITLE: Staff Attorney

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DEPARTMENT: City Attorney

REPORTS TO: City Attorney

REVISION DATE: JULY 2016

PURPOSE OF POSITION:

The purpose of this position is to perform a variety of complex, high level administrative, technical and professional work and the preparation of legal documents, all at the request of and under the direction of the City Attorney. Staff Attorney also assists the City Attorney in advising city officials, city boards, and city commission as to the legal rights and obligations of the City and practices other phases of applicable local, state and federal law.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Renders legal opinions to the City Council, Mayor, and other City officials, as requested by the City Attorney.
2. Analyzes federal and state legislation affecting the City. Researches legal issues and prepares legal opinions, memoranda and correspondence.
3. Reviews proposed contracts, insurance policies, deeds, easements, leases and other legal documents affecting the City.
4. Processes claims for bankruptcies and determines liability for cost collection when City property is damaged.
5. Prosecutes contested ordinance violations in City Court and appeals to Circuit Court.
6. Reviews the City Municipal Code on an on-going basis to determine if changes are needed to comply with state or federal or regulations or if additional ordinances would be beneficial to the City.
7. Represents the City in lawsuits and administrative hearings. Handles litigation brought on behalf of or brought against the City, City officials, or City employees. Researches, drafts, and files pleadings, motions, briefs, and other documents and exhibits. Conducts depositions, trials and appeals of proceedings in city court, state and federal courts.
8. Drafts ordinances, ordinance amendments and repeals.



9. Attends various meetings such as staff meetings, committee meetings, City Council meetings, Beer Board meetings, Planning Commission meetings and prepares resolutions for City Council agenda items.
10. Assists in training for employees on legal and risk management issues.
11. Assists the Risk Manager in processing and investigating claims and accidents.
12. Prepares and amends policies and procedures for the City and its various departments, as requested.
13. Assists the IT department in litigation hold, e-discovery and other technical, legal matters.
14. Assists the Recorder's Office in responding to records requests. Continually monitors changes to Tennessee Public Records Law. Reviews records requests for necessary redactions. Performs searches of e-mail and other electronic data to fulfill open records requests.
15. Assists the paralegal in answering phone calls and greeting visitors as needed for backup to paralegal. Performs related duties and responsibilities to assist other employees in the department as required.
16. Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Juris Doctorate degree; admission to the Tennessee State Bar and in good standing; a minimum of three years of progressively responsible related experience, preferably in a municipal environment and with civil litigation experience. Valid driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of state statutes relating to municipal affairs.
- Considerable knowledge of laws relating to the purchase of goods and services, contracting, labor/employment, and land use.
- Working knowledge of modern policies and practices of municipal law and public administration.
- Considerable knowledge of personal computers including word processing applications.
- Skill in preparing briefs, memoranda and other legal documents.
- Ability to prepare and analyze comprehensive legal documents.
- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, City officials, the court system, and the general public.
- Ability to anticipate and resolve problems before a crisis ensues.
- Understanding of the City's political environment and sensitivities.



- Ability to function effectively within that environment.
- Ability to establish and maintain effective and professional working relationships with vendors, department heads and their staff, and governmental officials.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to understand and effectively carry out verbal and written instructions.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate in both written and verbal form.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence; federal, state, and local regulations.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable state and federal statutes and regulations.
- Organizational and time management skills needed to meet deadlines.
- Must have ability to work accurately with attention to detail.
- Ability to maintain confidentiality.
- Ability to work the allocated hours of the position.

PHYSICAL REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some medium work requiring the exertion of up to 50 pounds of force occasionally. Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT

Works in an office setting, in generally comfortable conditions.

In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.