

SENIOR ATTORNEY

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. 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 municipal code offenses. Work is distinguished from that of a lower level attorney by much greater independence of action and overall greater complexity. General supervision is received from a higher level attorney who evaluates the professionalism of legal performance and effectiveness of the preparation and conduct of litigation.

EXAMPLES OF WORK PERFORMED

Performs legal research on complex legal matters; prepares ordinances, resolutions, contracts, leases, and memoranda for study and consideration by the department head or other City 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; participates in decision to seek judicial review of adverse decisions.

Prepares and prosecutes cases in Municipal and higher 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.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited College of Law; and considerable experience as a practicing attorney, including considerable experience in legal research and trial work.

MINIMUM QUALIFICATIONS

Graduation from an accredited college of law and at least five (5) years experience as an Attorney II and recommendation by the City Attorney for advancement to this classification.

NECESSARY SPECIAL REQUIREMENT

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

Approved by: _____
Department Head

Personnel Director

8/2009

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