

ATTORNEY I

NATURE OF WORK

This is entry-level professional legal work as an Assistant City Attorney preparatory to assuming the more independent duties of Attorney II.

Work involves performing professional legal work as assistant to the more experienced attorneys. The major emphasis of the duties of this class is upon preparing criminal and civil cases for trial in courts of original jurisdiction, and aiding in preparing and presenting criminal cases before appellate courts. Work of employees in this class is subject to much greater supervision than that of an Attorney II, and less independence is allowed in the conduct of trial work. The employee of this class receives supervision from a higher level attorney who evaluates work in terms of soundness of legal opinions and effectiveness of the preparation of cases.

EXAMPLES OF WORK PERFORMED

Prepares briefs for presentation to court in suits involving the City; assists in the preparation and prosecution of police and other violations cases.

Consults with and reviews work on preparation of cases with more experienced attorneys in order to learn departmental practices and procedures.

Prepares legal opinions, memoranda, and data for higher level attorneys or departmental officials on criminal and civil law matters arising in the course of City business, and answers assigned correspondence.

Explains and interprets ordinances and status of various cases to other City departments and the general public.

Prepares drafts of new or amended ordinances.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of charter and City ordinances.

Knowledge of judicial procedures and the rules of evidence.

Knowledge of state statutory and constitutional law.

Some knowledge of the organization, functions, and legal provisions affecting the operations of 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 initially with the assistance of more experienced attorneys.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited College of Law and some experience as a practicing attorney.

MINIMUM QUALIFICATIONS

Graduation from an accredited College of Law.

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

Revised: 8/77
Revised: 8/82
Revised: 6/06

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