



CLASS TITLE | ASSISTANT CITY ATTORNEY III CONTRACTS

PAY GRADE: CA-03 | www.cityoftulsa.org/pay

Class Code: 2055

Effective Date : 02/15/2023

PURPOSE OF THE CLASSIFICATION: Under general supervision of City Attorney, or designee, provides wide-ranging services including review, interpretation and preparation of contracts, lease agreements, construction contracts, professional services contracts, development agreements and intergovernmental agreements. Well-organized and self-directed individual who is a team player; excellent written and verbal communication skills; detail-oriented perspective, including ability to read, analyze & interpret complex contracts and other legal documents. Application of in-depth and comprehensive knowledge of legal proceedings and the ability to act independently, problem-solve and use sound judgment; and other matters as assigned.

ESSENTIAL TASKS:

- Review and analysis of proposed contracts, bond and financing papers, insurance policies and other documents affecting the City;
- Prepare or review ordinances, codes, resolutions, deeds, pleadings, requests for proposals/bids, contracts, leases and other legal documents;
- Provide litigation support primarily involving contract-related issues
- Perform legal research and provide clear and concise verbal and written legal advice on a daily basis to other City departments;
- Prepare a variety of reports, correspondence and documents on questions of law and legal procedure as directed and approved by the City Attorney
- Analyze recent cases and legislation and recommend changes in policies and procedures to meet legal requirements.
- Keep current on state, federal and constitutional laws affecting municipal operations.
- Analyze recent cases and legislation and recommend changes in policies and procedures to meet legal requirements.
- Perform special projects and assignments.
- Perform related duties as assigned.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following:

- (a) Juris Doctorate from a law school accredited by the American Bar Association or the Oklahoma Bar Association; **and**,
- (b) Two (2) years of experience in the practice of law.
- (c) Experience in drafting and review of contracts, municipal law and bid protest litigation *preferred*.

Knowledge, Abilities and Skills:

Knowledge of:

- Must have or be willing to acquire a working knowledge of municipal state and federal laws and constitutional provisions affecting municipal operations, including but not limited to elections law; state law/procedures regarding municipal administration, employment and labor law; workman's compensation and unemployment insurance; local government organization; public tort liability law and governmental immunity
- Effective public speaking techniques
- Good knowledge of judicial procedures and rules of evidence, conduct of hearings in court and administrative proceedings and current methods of legal research, including WESTLAW
- Demonstrated trial and/or appellate experience required, experience with administrative law,



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transactional, municipal code enforcement proceedings, and constitutional law preferred

Ability to:

- Analyze and apply legal principles to complex problems
- Understand/interpret laws and regulations and provide well-reasoned legal advice
- Ability to learn and analyze the City charter, ordinance and code provisions
- Communicate effectively both orally and in writing
- Maintain confidentiality
- Work collaboratively and independently
- Distinguish between legal, management and policy matters
- Work under deadline pressures with little or no immediate supervision
- Perform legal research and operate a personal computer/software to perform word processing, spreadsheet and legal research functions (WESTLAW)
- Serve as a representative of the City of Tulsa, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with City officials, staff, outside agencies, and the public

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 20 pounds; occasional pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, bending, and reaching; and visions, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. Possession of a valid license to practice law in the State of Oklahoma or the ability to attain an Oklahoma license within six (6) months of employment; **and**,
2. Possession of a valid Oklahoma Class "D" Driver License; **and**,
3. An original legal writing sample must be provided.
4. Other assessments may also be required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various locations to conduct pre-trial discovery, perform trial work and appear before administrative agencies to argue appeals. Must be willing and able to work the hours necessary to accomplish the job requirements including working irregular hours to attend evening meetings and travel to attend classes, meetings and/or seminars. Position is subject to additional working hours above forty-hour work week.

EEO Code: E-02

Group: Cultural, Legal, and Science

Series: Legal