



CLASS TITLE | SENIOR ASSISTANT CITY ATTORNEY - REAL PROPERTY

PAY GRADE: CA-04 | www.cityoftulsa.org/pay

Class Code: 2128

Effective Date: 12/18/2024

PURPOSE OF THE CLASSIFICATION: Under general supervision of City Attorney or designee, performs more difficult legal work in all aspects of real property, zoning, infrastructure, land and economic development, and performs other related duties as assigned.

ESSENTIAL TASKS:

- Drafts, reviews, and analyzes ordinances, resolutions, Charter amendments and other documents for, and provide legal advice on, real property, zoning, tax increment financing districts, improvement districts, abatements, code enforcement, land and economic development issues, municipal elections, sign regulations, easements, foreclosures, quiet title actions, and affordable housing and community ownership programs, including community land trusts
- Researches a variety of in-depth legal issues that may arise related to real property, and prepare and review formal and informal legal opinions and memoranda for study and consideration by the City Attorney or other City officials and advise departments on legal matters
- Advises and supports Tulsa City Council, including reviewing agendas and attending meetings as requested, draft legislation, conduct related research, and act as liaison to coordinate legal services with the Legal Department
- Monitors and supports City authorities, boards, and commissions as requested, which may include attending meetings and advising the Tulsa Metropolitan Area Planning Commission, City of Tulsa Board of Adjustment, the Tulsa Preservation Commission, and other matters as assigned
- Reviews and analyzes Board of Adjustment appeals and civil litigation involving real estate or zoning matters, represent City in eminent domain proceedings and provide risk analysis
- Develops and maintains strategies to improve delivery of legal services, including training internal stakeholders on legal issues, streamlining real property and other processes, standardizing the drafting of legislation to ensure it is current and consistent, and coordinating the processes for elections, Charter reviews, and redistricting
- Monitors and analyzes recent cases and legislation affecting municipal operations and recommend changes in policies and procedures to meet legal requirements and improve processes
- Must report to work on a regular and timely basis

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

QUALIFICATIONS:

Training and Experience: Must meet the following criteria:

- (a) Graduation from a law school accredited by the American Bar Association with a Juris Doctorate; **and**,
- (b) Four (4) years of experience in the practice of law, including experience with real property, zoning, economic development, tax increment financing or litigation involving constitutional issues, municipal law issues, and /or administrative proceedings

Knowledge, Abilities and Skills:

Knowledge of:

- Knowledge of municipal, state, federal, and constitutional provisions affecting municipal operations, and experience in real property law, particularly as it impacts municipalities, including elections, municipal financing, and administration



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- Knowledge of Board of Adjustment appeals, zoning, annexations, economic development, municipal code enforcement, and methods of legal research

Ability to:

- Analyze and apply legal principles to complex problems
- Understand and interpret laws and regulations and provide well-reasoned legal advice
- Learn and analyze the City charter, ordinance, and code provisions
- Communicate effectively both orally and in writing
- Maintain confidentiality and highest ethical and professional standards
- Work collaboratively and independently
- Distinguish between legal, management and policy matters
- Work under deadline pressures with little or no immediate supervision
- Operate a personal computer and 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 courtesy and appropriate tact and discretion in 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:

- a) Valid license to practice law in the State of Oklahoma or the ability to attain an Oklahoma license within six (6) months of from date of hire; **and**,
- b) Possession of a valid Oklahoma Class "D" Oklahoma Driver license; **and**,
- c) An original legal writing sample must be provided
- d) Other assessments may also be required

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various locations within and outside the City of Tulsa; and subject to additional working hours above forty-hours per week.

EEO Code: E-02

Group: Cultural, Legal, and Science

Series: Legal