

## **CLASS TITLE: SENIOR ASSISTANT CITY ATTORNEY - LITIGATION**

**PURPOSE OF THE CLASSIFICATION:** Under general supervision of City Attorney or designee, provides wide-ranging services in connection with handling all aspects of civil litigation, with emphasis on complex and/or federal litigation, including pre-trial and trial of civil cases, interviewing witnesses, written discovery, depositions, preparing and arguing motions and briefs and representing the City of Tulsa in jury and non-jury trials and administrative proceedings, and performing other related assigned duties. 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 and interpret complex ordinances, statutes and court decisions; in-depth knowledge of judicial procedure and rules of evidence, and various methods of legal research; in-depth and comprehensive knowledge of legal proceedings and the ability to act independently, problem-solve and use sound judgment.

### **ESSENTIAL TASKS:**

- Represent City in civil litigation, focusing on complex litigation, including depositions, hearings, settlement conferences, trials and appeals in State and Federal courts and before administrative agencies or tribunals
- Study and analyze evidence, interview witnesses and take and defend depositions with little or no immediate supervision
- Represent City in grievance-related matters including matters before the Civil Service Commission, the Public Employees Relations Board, arbitrators and arbitration panels
- Research a variety of in-depth legal issues that may arise in civil litigation, including constitutional, service of process, contract, tort, and employer-employee issues, 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 departmental officials and employees on legal questions
- May be responsible for preparing or reviewing and approving ordinances, resolutions, and charter amendments
- May be responsible for researching and preparing formal legal opinions for review and approval by City Attorney
- Prepare or review pleadings, motions, briefs, discovery and appeals
- Review and analyze tort claims and make recommendations regarding same
- Review and analyze pending civil litigation and provide risk analysis
- Prepare a variety of reports, correspondence and documents on questions of law and legal procedure as directed and approved by the City Attorney or designee
- Analyze recent cases and legislation and recommend changes in policies and procedures to meet legal requirements
- Remain current on municipal law and maintain and develop expertise in laws, regulations, and court decisions affecting municipal legal issues
- Perform special projects, assignments and related duties as assigned
- 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.**

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Must have or be able to acquire a working knowledge of municipal, state and federal laws and constitutional provisions affecting municipal operations
- Significant knowledge of and experience with judicial procedures and rules of evidence, conduct of hearings in court and administrative proceedings and methods of legal research, including Westlaw
- Demonstrated first chair trial and appellate experience required,
- Experience with constitutional law, §1983, administrative law, transactional, and municipal code enforcement proceedings preferred

**Ability to:**

- Analyze and apply legal principles to complex problems
- Understand and interpret laws and regulations and provide well-reasoned legal advice
- Communicate effectively both orally and in writing
- Ability to learn and analyze the City Charter, ordinance and code provisions
- Employee effective public speaking techniques
- Maintain confidentiality
- Work collaboratively and independently
- Distinguish between legal, management and policy matters
- Work under deadline pressures with little or no immediate supervision
- Perform traditional legal research and operate a personal computer/software to perform word processing, spreadsheet, and legal research functions
- 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

**Education and Experience:**

**Education:** Graduation from an accredited law school and license to practice law in the State of Oklahoma.

**Experience:** Minimum of four (4) years of progressively responsible experience in the practice of law, including a minimum of four (4) years of first chair trial and appellate experience in state and federal court. Experience in litigation involving municipal issues, employment law, construction disputes, civil rights actions and/or administrative and bid protest proceedings a plus.

**Special Requirements:** Must be willing 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 above forty-hour work week.

**Tools and Equipment Used:** Requires frequent use of personal computer, including word processing and spreadsheet programs, calculator, telephone, copy machine and fax/scanner machine.

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

**Skills Test Required:** An original legal writing sample(s) must be provided.

**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, appear before administrative agencies or argue appeals.

**Class Code: 2503**

**EEO Code: E-02**

**Pay Code: CA-04**

**Group: Cultural, Legal, and Science**

**Series: Legal**

**Effective date: December 8, 2010**