

**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Assistant City Attorney I	<b>BAND/LEVEL:</b>	PROF III
<b>DEPARTMENT:</b>	Law	<b>JOB NO:</b>	2420
<b>DIVISION:</b>	Law	<b>DATE:</b>	10/17/2017
<b>REPORTS TO:</b>	City Attorney	<b>FLSA STATUS:</b>	Exempt
<b>FT/PT/SEASONAL:</b>	Full-time	<b>COST CENTER:</b>	141
<b>REPLACES:</b>	Assistant City Attorney I	<b>LAST REVISED DATE:</b>	03/25/2012

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**JOB SUMMARY STATEMENT:** Appears in court on behalf of City. Negotiates and prepares contracts. Conducts legal research. Provides legal advice to City staff, elected officials and others. Drafts City ordinances, resolutions, administrative policies and other legal documents. Testifies concerning legislative matters.

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**DUTIES AND RESPONSIBILITIES:**

1. Appears in court on behalf of the City. Communicates with judge, witnesses, jury and opposing counsel so that City's position is clearly understood and accurately recorded by the court reporter. Reads evidentiary documents, jury selection lists and jury instructions. Observes physical sites and demonstrative evidence.
2. Negotiates and prepares City contracts. Determines specifications, considerations and contract issues through contact with staff, elected officials and others. Reviews supporting documentation. Meets as appropriate with contracting entity to establish positions, negotiate issues and considerations. Prepares correspondence and other documents concerning contract terms. Drafts, prepares, reviews and approves final contract documents as to form.
3. Conducts legal research and/or provides legal advice. Communicates with staff, elected officials, public and others to gather necessary facts. Identifies legal issues. Locates source materials; reads and analyzes cases; prepares and provides a written memorandum, pleading or brief setting forth legal analysis. Communicates the legal analysis to the appropriate party. Attends Council, standing Committee and other City meetings as required.
4. Drafts City ordinances, resolutions, administrative policies, and other legal documents. Communicates with staff, elected officials, public and others to determine needs, limitations or provisions of said documents. Prepares memoranda related to said documents; presents analysis of proposed documents; and reviews final documents for form.
5. Testifies concerning legislative matters. Researches and prepares written testimony and legislation. Presents testimony to legislative committees.
6. Performs other duties as assigned.
7. Works the days and hours necessary to perform all assigned responsibilities and tasks. Is available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, staff, elected officials, court, opposing counsel and any other persons or organization with whom interaction is required to accomplish work and employer goals.
8. Is punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

## GENERAL QUALIFICATIONS

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### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Juris Doctor Degree from an accredited law school and membership in the bars of the Kansas State Courts, the Federal District Court for the District of Kansas and the U.S. Court of Appeals, Tenth Circuit.

### EXPERIENCE:

- Ability to travel and attend courtroom proceedings, physical sites, and legislative sessions.
- Ability to meet/consult with judges, witnesses, jury members, opposing counsel, staff, elected officials, public, and others.
- Ability to sit and be attentive for extended periods of time.
- Ability to conduct/attend intense and lengthy negotiation session.

### SKILLS:

- Excellent oral and written communication skills.
- Legal research skills.
- PC skills.
- Analytical skills.

### MENTAL REQUIREMENTS:

- Ability to read and comprehend statutes, case law, ordinances, legal reference materials, and legal correspondence.
- Ability to analyze legal issues.
- Ability to write perceptively, coherently, thoroughly, and succinctly.
- Ability to communicate effectively with staff, elected officials and others.
- Ability to argue orally.
- Ability to evaluate positions and to negotiate.
- Ability to understand the legislative process and the elements necessary to enact a constitutional and otherwise unassailable law.
- Ability to recognize and protect confidential information.

### PHYSICAL REQUIREMENTS:

- Ability to travel and attend courtroom proceedings, physical sites, and legislative sessions.
- Ability to meet/consult with judges, witnesses, jury members, opposing counsel, staff, elected officials, public, and others.
- Ability to sit and be attentive for extended periods of time.
- Ability to conduct/attend intense and lengthy negotiation session.

### SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.