

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Contract Attorney	BAND/LEVEL:	00
DEPARTMENT:	Law	JOB NO:	2455
DIVISION:	Law	DATE:	02/24/02
REPORTS TO:	City Attorney	FLSA STATUS:	N
FULL-TIME: _____	PART-TIME: <input checked="" type="checkbox"/> _____	TEMPORARY: _____	COST CENTER: 141

REPLACES: Contract Attorney

DATE: 4/95

JOB SUMMARY STATEMENT:

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

DUTIES AND RESPONSIBILITIES:

1. Appears in court on behalf of the City. Travels to appropriate court. Communicates effectively 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 support documentation. Meets with contracting entity to establish positions, negotiate issues and considerations. Prepares correspondence and other documents concerning contract terms. Communicates with all parties involved via fax, in person or telephone. Drafts, prepares and reviews final contract documents.
3. Provides legal advice. Communicates effectively with staff, elected officials, public and others to determine legal issues. Conducts legal research. Prepares written legal memoranda and correspondence and communicates to appropriate party. Attends council and city meetings as required.
4. Conducts legal research. Communicates effectively with staff, elected officials, public and others to determine the factual basis underlying legal issues. Locates source materials through legal library system. Reads and analyzes cases from available legal research sources. Conducts legal research via computer aided services such as LEXIS and WESTLAW. Prepares and provides a written memorandum, pleading or brief setting forth legal analysis. Provides legal analysis as required.
5. Drafts ordinances, resolutions, administrative policies and other legal documents. Communicates effectively with staff, elected officials, public and others to determine needs and limitations of documents. Conducts legal research as necessary. Prepares written ordinance drafts and related memoranda and documents. Presents analysis of proposed documents. Reviews final documents for form.
6. Testifies concerning legislative matters. Researches and prepares written testimony and legislation. Travels to appropriate location to give testimony. Presents testimony to legislative committees.
7. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
8. The employee must be 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.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

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GENERAL QUALIFICATIONS

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:

Eight to ten years of legal work in municipal government, or an equivalent level of experience.

SKILLS:

1. Excellent oral and written communication skills
2. Legal research skills
3. PC skills
4. Analytical skills

MENTAL REQUIREMENTS:

1. Ability to read and comprehend statutes, case law, ordinances, legal reference materials, and legal correspondence
2. Ability to analyze legal issues
3. Ability to write perceptively, coherently, thoroughly and succinctly
4. Ability to argue orally
5. Ability to evaluate positions and to negotiate
6. Ability to understand the legislative process and the elements necessary to enact a constitutional and otherwise unassailable law
7. Ability to recognize and protect confidential information

PHYSICAL REQUIREMENTS:

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

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct - Law Clerk

Indirect - Executive Legal Assistant

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.