

MAJOR FUNCTION

This is entry-level professional work assisting the more experienced attorneys in providing legal services to the City. Duties include assisting a Senior Assistant City Attorney by performing the routine and less complex responsibilities of general legal counsel for the City, including the rendering of legal advice and assistance to department directors and other City employees. Other duties include researching legal questions, preparing resolutions, issuing briefs and legal documents and rendering legal opinions. Work is performed under the direction of a Senior Assistant City Attorney and is reviewed through conferences, inspection of documents, and evaluation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists in the preparation and presentation of less complex cases on behalf of the City. The attorney will be assigned one of the practice groups which are described below and will also be responsible for general municipal law issues. There is crossover between the practice groups and the attorney will be expected to handle matters which may fall outside the attorney's specific assignment area or to provide support to another practice group.

Litigation Practice Group

The litigation practice group represents the City of Tallahassee in state and federal litigation and administrative proceedings. Representation may be at trial or appellate level. Subject matter includes personal injury, property claims, employment, civil rights and contract disputes.

Transactional Practice Group

The transactional practice group prepares and reviews contracts, agreements and real estate instruments. Subject matter includes real estate, utilities, and purchasing and procurement. Real estate practice may include preparation and review of purchase and sale agreements, mortgages, liens and easements, including utility easements.

Land Use Practice Group

Land use involves a variety of matters which may include planning and zoning, comprehensive planning, building and development review and approvals, variances, local environmental permitting, stormwater regulation, code enforcement and community redevelopment.

General Municipal Law

All attorneys will handle general municipal law issues, including matters related to governmental ethics, public records, and open meetings. Assignments may include representation of City of Tallahassee before boards and committees including before the Tallahassee City Commission. Interpretation and analysis of federal, state and local law. Prepare legal opinions, draft resolutions and prepare proposed ordinances. Advise City staff and departments concerning code and statutory compliance and legal interpretation. General governmental law practice which may include some litigation or litigation support.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of local, state, and federal law, including constitutional laws concerning City government. Ability to research local, state and federal law. Ability to review, analyze and prepare a variety of legal documents. Ability to conduct research and to prepare legal opinions. Strong written and oral communication skills. Ability to work collaboratively with other attorneys, paralegals, legal support staff and City departmental staff. Ability to perform computerized legal research and

proficient use of office computer applications.

Minimum Training and Experience

Graduation from an accredited college of law.

Necessary Special Requirements

Membership in the Florida Bar at the time of application.

Possession of a valid class "E" State driver's license.

Prohibition

Shall not be permitted to practice law except on behalf of the City or engage in any other gainful employment without the express consent of the City Attorney.

Established 07-02-92
Revised: 04-15-94
05-23-94
07-22-94
04-26-04*
09-30-06
10-02-25