

MAJOR FUNCTION

This is responsible professional legal work providing legal services to the City. Duties include working as a member of a specific legal team that performs the complex responsibilities of general legal counsel for the City, including the rendering of legal advice and assistance to the City Commission, City Manager, City Treasurer-Clerk, City Auditor, and department directors of the City. An incumbent may represent the City in Federal and State courts. Other duties include researching legal questions, preparing resolutions, issuing briefs and legal documents and rendering legal opinions. Work is performed under the direction of the City Attorney, the Deputy City Attorney or 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**

Works independently on assignments in accordance with specific legal team designation. Prepares and presents cases on behalf of the City in civil lawsuits and administrative hearings in Federal, State, or local courts. Performs legal research and prepares opinions on various legal problems for City departments. Prepares, drafts, reviews, revises, and approves complex contracts, deeds, leases, and other legal documents and instruments for various City departments; reviews such documents and renders opinions as to their legal acceptability. Investigates serious claims and complaints by or against the City government; recommends action to be taken; prepares and tries cases for damage and other suits and hearings; represents the City in such hearings. Negotiates terms and conditions of complex contracts and agreements. Prepares proposed ordinances and makes recommendations to repeal, amend or revise existing ordinances. May review or coordinate the work and activities of professional and administrative employees. Represents the City in litigation. Advises department directors and employees on legal questions. Participates in the preparation of state and federal cases for trial, takes depositions, prepares briefs and pleadings, and supervises necessary investigations.

Other Important Duties

Attends City Commission and board meetings as assigned.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of municipal, county, state, federal, common law, and constitutional laws affecting the City government. Considerable knowledge of judicial procedures and rules of evidence. Considerable knowledge of City ordinances and charter provisions relating to the authority and functions of City departments. Considerable knowledge of established precedents and sources of legal reference applicable to municipal activities. Knowledge of civil laws and judicial procedures related to contraband forfeiture and police civil liability. Knowledge of criminal laws and judicial procedures. Ability to prepare civil law cases. Ability to analyze and prepare a variety of legal documents. Ability to conduct research on legal problems and to prepare legal opinions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Graduation from an accredited college of law with four years of professional legal experience, three years of which must have been in government law or areas of law relating to or involving government law issues.

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 07-06-92
Revised: 04-15-94
05-23-94
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