



# CITY OF OMAHA CLASS SPECIFICATION

## CLASSIFICATION TITLE: ATTORNEY

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4081

PAY RANGE CODE: ATT 1

REVISION DATE: 5/25/17

### NATURE OF WORK:

This is basic legal work in the City's Law Department. An employee in this classification performs a variety of legal work where procedures and precedents are well established. The work includes legal reference and research work; representing the City on routine civil, workers compensation cases, criminal or traffic cases; reviewing documents for legal sufficiency; preparing legal opinions; and responding to questions from the public. Work is reviewed by a higher ranking attorney and evaluated on the completeness and legal soundness of the research performed.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Serves as legal counsel for smaller City departments, boards, and other City-related agencies; attends meetings; and provides legal advice regarding decisions to be made, documents and contracts to be considered, and litigation to be brought or responded to on the City's behalf. This involves drafting of ordinances, reviewing contracts, preparing and reviewing bid documents and other documents.

Represents the City on routine criminal and traffic matters from preliminary arraignment to and including trials; interviews witnesses and sets charges.

Represents the City on routine civil and workers compensation matters or provides assistance to a higher level attorney which includes preparing briefs, interviewing witnesses, taking depositions, and preparing for trial.

Searches law books, ordinances, statutes, and other legal authority on points of law involved in the preparation of legal opinions.

Prepares written opinions for review by an attorney of a higher rank.

Responds to questions from the public regarding City ordinances, state statutes, and policies.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the procedures and techniques of legal research and sources of information.

Knowledge of general civil or criminal law.

Knowledge of judicial procedures and rules of evidence.

Knowledge of constitutional law and statutory provisions relating to municipalities.

Knowledge of court processes and procedures.

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Ability to analyze, appraise, and organize facts, evidence and precedents.

Ability to understand and interpret cases, laws, federal regulations, statutes, ordinances, and contracts.

Ability to determine the legal relevance and appropriate application of laws, federal regulations, statutes, ordinances, contractual agreements, and factual information to assigned situations.

Ability to explain laws, policies, and procedures.

Ability to prepare clear, concise, and organized correspondence, legal opinions, and other documents.

Ability to communicate in order to interview witnesses and respond to questions from the public.

Ability to understand written or oral instructions.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit 76 to 100% of the time; stand and walk 51 to 75% of the time; and reach, bend, stoop, push and pull 0 to 25% of the time.

Ability to move objects weighing up to ten (10) pounds 0 to 33% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Juris Doctor degree.

**SPECIAL QUALIFICATIONS**

Admission to the Bar in the State of Nebraska.

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office or courtroom setting amid normal conditions of dust, odors, fumes, and noises and involves considerable public contact.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Telephone  
Copier  
Facsimile Machine

Computer  
Printer  
Audio Visual Equipment

Dictation equipment  
Scanner

Previous Revision Date(s): 2/20/01