



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: CITY ATTORNEY

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4086

PAY RANGE CODE: 39 AEC

REVISION DATE: 5/25/17

NATURE OF WORK:

This is difficult and highly responsible legal and administrative work serving as head of the City's Law Department. Work includes the responsibility for planning, supervising, and participating in all legal services rendered to the Mayor, City Council, department heads, and administrative and quasi-judicial bodies; supervising the preparation and presentation of all criminal and civil cases in court; rendering opinions and advising elective and appointive officials and boards on legal matters; and the investigation and disposition of claims for and against the City. Work is performed with complete technical independence subject to review of the courts.

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.)*

Advises the Mayor and the City Council on legal matters; attends and chairs meetings; renders legal opinions; supervises and participates in the preparation and review of ordinances, laws, contracts, franchises, and other instruments for legal correctness.

Plans, supervises, and participates in the rendering of legal services to elected and appointed City officials.

Plans, supervises, and participates in the preparation and presentation of civil suits before courts of original and appellate jurisdictions.

Supervises the prosecution of traffic and misdemeanor cases.

Assigns work, provides direction, monitors performance, and approves the hiring, disciplining, and termination of attorneys and administrative staff.

Plans, prepares, and oversees the department's annual budget and approves all expenditures.

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 general civil or criminal law.

Knowledge of judicial procedures and rules of evidence.

Knowledge of City ordinances and accepted legal and court interpretations.

Knowledge of constitutional law and statutory provisions relating to municipalities.

Knowledge of the organization, functions, and legal limitations on the authority of City departments.

Knowledge of budget preparation and budget management.

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

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

Ability to present and argue cases in court.

Ability to plan and direct office operations to include assigning work, providing direction, monitoring performance, and approving the hiring, disciplining, and termination of subordinates.

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

Ability to understand written or oral instructions.

Ability to communicate in order to deliver presentations and argue cases in court.

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 up 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

AND

Ten (10) years of experience as an attorney including varied experience in legal research and trial work.

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): 8/26/93