



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: DEPUTY CITY ATTORNEY

BARGAINING UNIT: [AEC](#)

CODE NUMBER: 4083

PAY RANGE CODE: ATT 3

REVISION DATE: 5/25/17

NATURE OF WORK:

This is most complex and difficult civil or criminal professional legal work in the City's Law Department that includes extensive research, precedent problems, jury and court trials, appeals, and contested cases. Work also involves representing the City in traffic, misdemeanor, civil, and worker's compensation cases; prosecuting criminal complaints; preparing cases set for trial; and preparing and reviewing bid documents, legislation and other legal documents. Work may also involve delivering presentations before higher courts. Work may also involve administrative assignments as assigned by the City Attorney. Assignments are received and work is reviewed by a higher ranking attorney.

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 the largest and highest profile 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 in the highest priority litigation and proceedings before administrative and legislative bodies of other jurisdictions. Provides supervision to Attorneys assisting with litigation.

Supervises the prosecution of traffic and criminal misdemeanor cases and cooperates with employees in other departments to complete law-related tasks.

Prepares briefs, pleadings, and other legal documents; and prepares and tries major court and jury trials concerning negligence, liability, and related matters involving large sums of money in courts of original and appellate jurisdictions.

Provides general guidance and advice to lower ranking Attorneys.

Supervises and participates in the development and preparation of the department annual budget.

Assigns work, provides direction, monitors performance, and recommends the hiring, disciplining, and termination of subordinates.

Performs complex legal research and prepares agreements, contracts, ordinances, resolutions, leases, opinions, and memoranda for study and consideration by the City Attorney or other City officials.

Participates in developing and planning of departmental policies and procedures.

Completes assigned administrative duties including managing portions of departmental budget and spending.

Gathers facts, checks investigation reports, reviews files, and prepares correspondence.

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

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 procedures and techniques of legal research and sources of information.

Knowledge of the City of Omaha Municipal Code and State, Federal, and municipal laws.

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

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 explain laws, policies, and procedures.

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

Ability to communicate in order to deliver presentations, argue cases in court, and respond to questions from the public.

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

Ability to present and argue cases in court in a tactful and constructive manner.

Ability to provide work direction to subordinate attorneys and clerical staff.

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 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 experience in legal research and in 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): 2/20/01
9/26/13