ASHEVILLE, NORTH CAROLINA

Classification Specification

Deputy City Attorney
Job Code: 6505
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to provide complex and comprehensive legal advice and representation to City officials and staff and to assist the City Attorney in managing and administering the activities and staff involved in providing legal representation to the City.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops, distributes, and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and

provide technical expertise; provides progress and activity reports to City Attorney; and updates and maintains department standard operating procedure manuals.

Serves as counsel in representing the legal interest of the City: provides legal advice to City officials and staff as requested or assigned; attends meetings; assesses nature of the legal issue presented; researches and analyzes internal regulations, policies and procedures, or relevant state and federal law; advises client of legal solution and execution of appropriate steps and implementation; writes legal opinions and memoranda; develops strategies and solutions to ensure compliance; and provides interpretation of laws, rulings and regulations.

Drafts contracts and other agreements: reviews contracts for compliance with City policies and procedures, as well as local, state, and federal laws; conducts research; analyzes terms and conditions to ensure City's interests are protected and to safeguard against potential liability; gives legal advice regarding contract details; and maintains related documentation and files.

Manages litigation for the City: prepares and responds to interrogatories, requests for production of documents, requests for admissions and other discovery requests; prepares appropriate motions and other necessary pleadings; takes and defends depositions; meets with clients and other witnesses; conducts legal research; determines case strategy; attends mediations, trials, and hearings; argues City's position; makes and responds to legal arguments; presents and examines witnesses; introduces and/or opposes to evidence; issues subpoenas; prepares and responds to appellate motions; provides legal advice, expertise, and opinions to City officials and staff regarding case and expected/possible outcomes; and participates in the selection and supervision of outside counsel representing the City, as needed.

Plans, creates, and conducts training sessions regarding various legal issues for City Police Department staff: researches, interprets, and disseminates relevant court decisions to City police; develops written materials and presentations and other training materials; and conducts training sessions.

Performs related administrative duties in support of department operations: participates in the development of strategic plans for the City Attorney's Office, including staffing, facility, and technology; recommends budget allocations and monitors expenditures to ensure compliance with approved budget.

Communicates with City administrators and elected officials, supervisor, subordinates, other City employees, attorneys, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, contracts, agreements, employment action documents, subpoenas, pleadings, discoveries, motions, and other legal documents, public records requests, drafts of policies, rules, and ordinances, training materials, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Juris Doctor Degree required; supplemented by seven years of progressively responsible experience practicing law in the City Attorney's Office, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license. Must possess and maintain current membership in good standing with the North Carolina Bar Association.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to apply principles of negotiation. Performs such in formal situations within the context of legal guidelines.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships; involves responsibility for consideration and analysis of complex organizational problems of major conceptual functions.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness, and creativity in critical and/or unexpected situations involving moderate risk to the organization.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both

prospective and current employees to discuss potential accommodations with the employer.