

CITY OF CHATTANOOGA

Classification Specification Title: Deputy City Attorney

Department: GG City Attorney's Office

Pay Grade: GS.23

Supervision Received From: City Attorney

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 6/29/07

**Revision Dates: 4/1/25;
10/20/23**

CLASSIFICATION SUMMARY:

The incumbent in this classification is responsible for providing legal expertise, supervision and management assistance to staff attorneys and support staff in the Office of the City Attorney; directs and assists legal counsel where necessary on significant litigation cases and other matters and assists the City Attorney as the Chief Legal Counsel for the City. Work is performed under administrative direction.

SERIES LEVEL:

The Deputy City Attorney is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises lower level attorneys and support staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment and making hiring, termination and disciplinary recommendations.

Assists in managing day-to-day operations of the Office of the City Attorney which includes planning, coordinating, administering and evaluating continuing litigation in state and federal courts; ensures compliance with federal, state and local laws, ordinances, codes, rules, regulations, policies and/or procedures.

Provides legal counsel and advice to the Mayor, City Council, City boards, City officials and staff regarding legal matters pertaining to municipal government operations and participates in the formulation of City policies.

Represents the City government, officials and staff in official legal matters including constitutional law, annexation and civil rights litigation; manages litigations of suits filed for or against the City and prepares related complaints, legal motions, briefs and orders.

Assists in the enforcement of City codes, ordinances, contracts and permits to ensure compliance with applicable laws and regulations and oversees investigation of violations.

Prepares and makes public statements to the news media as requested by the City Attorney regarding the status of pending legal matters, active cases, new ordinances and laws.

Supervises resolution/settlements of claims and responses regarding personal injury and/or property damage claims resulting from accidents involving City vehicles, equipment and personnel.

Reviews legislative bills, state and federal laws and regulations for impact on the City.

Prepares legal opinions, resolutions, ordinances and executive orders; letters for audit reports and bonds under writings and coordinates the preparation, printing and distribution of the City's code books when requested by the City Attorney.

Manages legal services provided to the City by outside counsel.

Assists in the preparation of the Office of the City Attorney budget.

Responds to any inquiries, problems and complaints from the general public.

Uses, carries and answers their cell phone for business purposes as determined by the assigned job duties and the department head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

J.D. Degree from an accredited Law School, and ten (10) years previous experience as a practicing litigation attorney, including three (3) years as lead counsel in significant litigation matters in state and federal courts. Must be a member in good standing with the Tennessee Supreme Court; admitted to practice before the Tennessee Supreme Court and a Federal District Court for at least five (5) years.

LICENSING AND CERTIFICATIONS:

Licensed to practice law in the State of Tennessee.

A valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of managerial and leadership principles applicable to law departments; applicable Federal, State and local laws, rules, regulations, codes and/or statutes; judicial and quasi-judicial procedures; caseload management techniques; investigative procedures; legal research methods; constitutional and statutory bases for City government and applicable case law and organization, functions and legal limitations on authority of various City departments and enforcement and process problems.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using computers and related litigation management software applications; understanding

applicable case law, statutes, Rules of Evidence and civil procedure; analyzing situations and recommending solutions; formulating and communicating legal advice to clients which is responsive to the clients' needs and oriented to problem resolution; writing clear, succinct and effective memoranda, opinions, correspondence, motions, responses to motions and other legal documents; preparing and trying cases before administrative and judicial forums, including appeal; negotiating and mediating; performing legal research; speaking in public; conducting legal analysis; researching case law; preparing and analyzing cases; trying cases in a court of law and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, which are sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee 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 encourage both prospective and current employees to discuss potential accommodations with the employer.