

CITY OF CHATTANOOGA

Classification Specification Title: Senior Assistant City Attorney

Department: City Attorney

Pay Grade: GS.19

Supervision Received From: City Attorney

FLSA Status: Exempt

Supervisory Responsibility For: Admin Support Specialist,

Established: 8/26/21

Legal Assistants

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

CLASSIFICATION SUMMARY:

Under administrative direction, oversees and participates in the more complex and difficult work of staff responsible for providing legal assistance to the City Attorney; provides lead direction to legal staff; and performs a variety of professional tasks relative to assigned areas of responsibility.

This is the advanced journey level class in the Assistant City Attorney series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision and training to lower level legal staff. Employees at this level are required to be fully trained in all procedures related to the assigned area of responsibility and function with a high degree of independence.

SERIES LEVEL: This 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.)

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Lead, plan, train, and review the work of staff responsible for providing legal assistance to the City Attorney including reviewing claims and lawsuits and providing legal advice.

Assist in managing day-to-day operations of the Office of the City Attorney including, without limitation, 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

Provide legal 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

Train assigned legal interns and support staff in their areas of work including methods, procedures and techniques of applying civil law.

Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

Attend and participate in special group meetings; provide legal support and advice to the Planning Commission and City Council; read, edit and research staff reports.

Prepare, draft and develop a variety of legal documents including contracts, agreements, ordinances, appeals and resolutions.

Represent the City departments in lawsuits or administrative hearings.

Represent the City Attorney's office to outside agencies and the public; respond to media inquiries.

Serve as liaison for the City Attorney's office as required.

Serve as the City Attorney and Deputy City Attorney in the absence of the same.

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.

Perform related duties as required.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

A Juris Doctorate from an accredited college or university, ten (10) years of increasingly responsible experience that includes practicing municipal law.

LICENSING AND CERTIFICATIONS:

Possession of, or ability to obtain, an appropriate, valid driver's license; license to practice law in the State of Tennessee and in good standing with the Tennessee Supreme Court

SUPPLEMENTAL INFORMATION

Operations, services and activities of a City Attorney's office. Duties, powers, limitations and authorities of a City Attorney. Principles of civil, constitutional and administrative law. Statutes

and codes applicable to civil and criminal proceedings. Methods and techniques of prosecuting violations of municipal codes. Principles and procedures of municipal, superior and appellate court proceedings. Methods and techniques used in the review and settlement of lawsuits. Modern office procedures, methods and equipment including computers and applicable software applications. Principles of lead supervision and training. Pertinent federal, state and local laws, codes and regulations. Ability to lead, organize and review the work of staff. Provide responsible assistance to the City Attorney. Research, analyze and apply legal principles, facts, evidence and precedents to legal problems. Offer legal advice and counsel. Draft legal documents such as ordinances, resolutions, agreements and contracts. Interpret, explain and enforce department policies and procedures. Interpret and apply federal, state and local policies, laws and regulations. Work independently in the absence of supervision and during irregular work hours. Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS:

Sufficient physical ability to work in an office setting and operate office equipment. See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents. Hear in the normal audio range with or without correction.

WORK ENVIRONMENT:

Standard office setting; occasional courtroom environment; exposure to computer screens; work irregular hours including evenings.

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.