

CITY OF CHATTANOOGA
Classification Specification Title: Staff Attorney 1

Department: General Government

Pay Grade: GS.15

Supervision Received From: City Attorney

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 6/29/07

Revision Dates: 4/4/25;

10/20/23; 8/02/22

CLASSIFICATION SUMMARY:

A Staff Attorney I serves the City by providing legal services to City departments and various City boards, commissions, and committees; representing the City in the courts of Tennessee and the United States and before administrative agencies; and performing a variety of professional tasks relative to assigned areas of responsibility. This position is supervised and directed by the City Attorney and the Deputy City Attorney.

SERIES LEVEL: This is the first level of a two-level series.

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.)

Tracks legal developments to monitor compliance with applicable laws.

Drafts, reviews, and negotiates ordinances, amendments, resolutions, contracts, deeds, leases, permits, licenses and other legal instruments.

Provides legal advice to City Council, Department Administrators, Boards, Commissions, and Committees and City staff, and participates in the formulation of City policies.

Reviews, interprets, and ensures compliance with federal, state, county and city constitutions, charters, statutes, ordinances, rules, regulations, court decisions, laws and other legal entities.

Prepares, reviews, and negotiates a variety of legal documents, offerings and requests for information which may include motions; pleadings; memorandums; immunity agreements; defense claims; legal opinions; petitions; special actions; briefs; subpoenas; contractual agreements; court coverage instructions; and related activities.

Represents the City, its officers and employees in all litigation including preparation of dockets, anticipating defense, presenting evidence, developing case theory, pleadings, briefs, motions, and other documents, preparation and trial of legal matters and handling of appeals; and appears before all Federal and State courts and administrative agencies. Assists in the collection of debts and damages due to the City.

Assists in the enforcement of City ordinances and codes and City traffic regulations; participate in coordinating and facilitating related prosecution activities.

Monitors status of cases for filing of legal papers and payment of civil penalties.

Provides legal counsel to the City department(s) regarding applicable codes, ordinances, statutes and laws. Attend department meetings to communicate and obtain information.

Conducts public hearings and coordinates public comment period.

Responds orally and in writing to complaints, public comments and inquiries from the general public.

Reviews Local ordinances, State codes, Federal laws and statutes, and the U.S. Constitution to resolve legal issues.

Prepares correspondence, memos, briefings, management reports and other documents.

Coordinates filing of legal advertisements with County Clerk, newspapers and others.

Serves as custodian for ordinances, Board minutes, docket files and other legal documents.

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:

Juris Doctor from an accredited college or university; five (5) years practicing civil law strongly preferred.

LICENSING AND CERTIFICATION

Must be licensed to practice law in the State of Tennessee and be in good standing with the Tennessee Supreme Court.

KNOWLEDGE AND SKILLS

Operations, services, and activities of a City Attorney's office; duties, powers, limitations, and authorities of a City Attorney; applicable federal, state, and local laws, rules, regulations, codes and/or statutes; judicial and quasi-judicial procedures; methods and techniques used in the review and settlement of lawsuits; methods and techniques of prosecuting violations of municipal codes; caseload management techniques; legal research methods; principles of civil, constitutional, and administrative law; principles and procedures of municipal, superior, and

appellate court proceedings; drafting and negotiating contracts; organization, functions and legal limitations on authority of various City departments; modern office procedures, methods, and equipment including computers and applicable software applications.

ABILITY TO

Provide responsible assistance to the City Attorney and Deputy City Attorney; research, analyze, and apply case law, legal principles, facts, evidence, and precedents to legal problems;

Analyze situations and offer legal advice and counsel;

Interpret and apply federal, state, and local policies, laws, and regulations; draft legal documents such as ordinances, resolutions, and contracts; draft clear and effective policies, memoranda, opinions, and correspondence; interpret, explain, and enforce department and/or City policies and procedures; prepare and try cases in federal, state, and municipal court, and in administrative law forums; draft effective and persuasive legal pleadings and responses to legal pleadings; communicate clearly and concisely, both orally and in writing; understand and follow oral and written instructions; establish and maintain effective working relationships with internal and external stakeholders and members of the public.

WORK ENVIRONMENT

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

PHYSICAL DEMANDS

Sufficient physical ability to work in an office setting and operate office equipment.

SPECIAL REQUIREMENTS

Safety Sensitive: Y

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.