

## **City Attorney**

Under administrative direction of the City Council, the City Attorney is responsible for professional and administrative legal work of complexity and acts as the chief legal counsel to the City of Muskogee. All work is performed under the direction of and subject to administrative review by the City Council. Supervises the Assistant City Attorney and clerical staff.

### **Essential Tasks Performed**

- Represents the City Council in all administrative and legal proceedings which range from Federal matters to municipal court proceedings
- Participates in all meetings of the City Council and its committees
- Participates as needed in meetings of other boards and commissions
- Plans, assigns, supervises, and monitors the work performed by the City Attorney's office
- Review all legal opinions, recommendations, and drafts prepared by the Assistant City Attorney
- Inspects and approves contracts, bonds, and policies in which the City is involved
- Advises the City Council on procedures to be followed in litigation in which the City is involved
- Investigates and makes recommendations to the City Council on cases for and against the City
- Renders verbal and written opinions to City officials
- Answers inquiries by the public regarding legal requirements of the City
- Prepares proposed ordinances, resolutions, contracts, deeds, leases, charter amendments, etc. as directed by the City Council or as needed
- Ensures that the City's operations perform pursuant to Federal, state, and local statutes, regulations, and ordinances
- Communicates legal policies, procedures, and decisions to the City Council, City officials, and the general public
- Assists Department Directors to see that all laws and ordinances are faithfully performed
- Oversees the management of the City's workers' compensation program
- Advises the City Council, City Manager, and Department Heads on the current status and anticipated future trends of the law and issues legal opinions
- Gathers evidence in civil criminal, and other cases to formulate defense or to initiate legal action
- Performs other duties as directed by the City Council or provided for under the City Charter

### **Desirable Preparation for Appointment**

Graduation from an accredited school of law and eight (8) years of experience in the practice of law, preferably including governmental law experience. Must demonstrate comprehensive knowledge of:

- Constitutional and statutory law affecting the cities in Oklahoma
- Judicial procedures and rules of evidence
- Methods used in legal research

Must be a member in good standing with the Oklahoma Bar Association. Must have ability to perform difficult legal research, write complex legal opinions, organize facts, evidence, and precedents, and to effectively communicate such material both verbally and in writing. Absolute familiarity with the City's Charter, ordinances, and Codes must be obtained. Familiarity with word processing and legal search programs required.

### **Physical Requirements**

Arm and hand steadiness and finger dexterity enough to use a keyboard and telephone. Frequent lifting and carrying of up to twenty (20) pounds. May be subject to walking, sitting, reaching, balancing, bending, handling, and climbing. Vision, speech, and hearing sufficient to perform essential tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

### **Licenses and Certificates**

Possession of a valid license to practice law in Oklahoma and admission to practice law before the Supreme Court of Oklahoma.. Within six months of appointment, admission to practice law before the U.S. District Court for the Eastern District of Oklahoma and the U.S. Court of Appeals for the Tenth Circuit.

### **Other Requirements**

The terms of employment shall be agreed upon between the City Council and City Attorney (City Charter Article II City Council Section 2:09)

### **FLSA EXEMPT**

**SUBJECT TO WORKING MORE THAN 40 HOURS A WEEK INCLUDING ATTENDING BI-WEEKLY EVENING CITY COUNCIL MEETINGS**