

CITY OF CORAL SPRINGS
Classification Description

CLASSIFICATION TITLE: Assistant City Attorney
FUNCTIONAL AREA: City Attorney's Office

WORK OBJECTIVE:

Highly responsible legal work characterized by a variety of professional level duties and responsibilities involving the delivery of legal services of a complex nature. Legal services include direct assistance to the City Attorney on special projects or assignments. Work involves the review and/or preparation of complex legal documents, the preparation of briefs and legal opinions, and the preparation and review of resolutions, ordinances, and other proposed legislation of a complex nature. Responsibilities also include representation of the City or various departments in more complex litigation and/or administrative proceedings. Duties may include assignments in a specialized area of law based upon the incumbent's area of expertise. Work is performed under the general direction of the City Attorney and is reviewed through observation, conferences, reports and evaluation of results achieved.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Represents the City and elected officials in litigation, including appeals.
- Prepares or reviews resolutions, ordinances, and other proposed legislation of a complex or unique nature.
- Prepares or reviews leases and contracts of a complex nature.
- Performs assignments independently and makes legal determinations in matters of substantial importance, subject to review for consistency with policy, possible precedent effect and overall effectiveness.
- Conducts planning investigations independently and negotiations on behalf of the City to resolve legal problems.
- Represents the office of the City Attorney, elected officials, and departments at conferences, hearings, or trials.
- Advises boards and commissions appointed by the Commission.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Juris Doctor Degree or equivalent; admission to the Florida Bar; supplemented by three (3) to seven (5) years of prior professional experience as an attorney.

Knowledge, Skills, & Abilities –

Assistant City Attorney

Knowledge of statutory, constitutional and common law of the State of Florida, especially as these apply to City government.

Knowledge of local legislation pertaining to the City, and administrative law including governmental regulations and their enforcement.

Knowledge of the principles, methods, materials and practices of pleading, and of effective technique in presentation of cases.

Knowledge of modern principles of organization and management.

Ability to deal tactfully and effectively with administrative officials, local government officials, employees, court official, and with the general public.

Ability to draft legal instruments, proposed legislation and legal opinions.

Ability to plan, assign and review the work of legal and clerical assistants.

PHYSICAL REQUIREMENTS:

Tasks involve 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).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.