

CITY OF CORAL SPRINGS Classification Description

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

WORK OBJECTIVE:

Highly responsible administrative and professional work in acting as legal advisor and counselor for the various City departments. Work involves responsibility for preparing all contracts, bonds and other instruments in writing in which the municipality is concerned; for performing legal research, preparing opinions, advising City officials, and for representing the City in complex litigation and administrative proceedings. Supervision is exercised over a staff performing legal and clerical work. General direction is received from the City Attorney however, the employee is expected to exercise considerable initiative and independent professional judgement in developing the technical aspects of the job. Acts as the Police Legal Advisor.

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 in all legal matters, including the bringing and defending of suits.
- Attends meetings of the Council and committees of the council; advises the City Manager and Council and all City departments in reference to legal questions.
- Drafts contracts leases, deeds, and resolutions; represents the City before various local and state departments and other governmental subdivisions.
- Answers public inquires in reference to municipal legal matters; negotiates settlements.
- Supervises, trains, and evaluates the work of legal and clerical assistants.
- Advises boards and commissions appointed by the Council.

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Juris Doctor Degree or equivalent; admission to the Florida Bar; supplemented by five (5) to seven (7) years of prior professional experience as an attorney, with a minimum of four (4) years of such experience pertaining to the public sector and governmental law.

Knowledge, Skills, & Abilities –

Knowledge of pre-established City, County and State policies and procedures applicable to the work.

Ability to teach and evaluate personnel.

Ability to understand, follow, direct and supervise written and oral instructions.

Ability to clearly communicate information both verbally and in writing.

Deputy City Attorney

Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with irate, violent or frantic individuals; ability to react quickly and calmly in emergency situations.

Skill in analytically observing, and objectively providing legal advice and recommending appropriate courses of action.

Ability to read, update and maintain various records and files.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to establish and maintain effective working relationships with departmental staff, management, the public media, various agencies, and the general public.

PHYSICAL REQUIREMENTS:

Most tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of sitting, standing and/or walking.

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.