

CITY OF CORAL SPRINGS

Classification Description

CLASSIFICATION TITLE: Municipal Prosecutor/Contract Attorney
FUNCTIONAL AREA: City Attorney

WORK OBJECTIVE:

Performs professional work in providing legal services necessary to effect the rights, privileges, and obligations of the City. Providing legal counsel to all City departments, represent the City in complex pre-litigation and litigation, including construction matters, forfeiture and appeals. Researches legal questions, prepares resolutions, issues briefs and legal documents and renders legal opinions. Work is performed under the direction of the City Attorney or his designee and is reviewed through conferences, inspection of documents, and evaluation of results obtained.

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.

- Performs thorough legal research and prepares opinions on various legal problems for City departments, boards and agencies to protect the City from liability.
- Prepares ordinances and resolutions in order to assist City departments with the passage of necessary laws and to follow the directives of the City commission.
- Prepares and negotiates contracts for various City departments to provide legal counsel during all aspects of the contractual process, including dispute resolution.
- Provides direct assistance to City Attorney on special projects, including complex legal research, preparation of complex legal memoranda and Florida Attorney General and Division of Election opinion requests.
- Represent the City in complex pre-litigation and litigation, including construction matters, forfeiture and appeals.
- Prosecutes and investigates claims and complaints by or against the City government concerning municipal code ordinance in court, violations or tobacco violations; recommends action to be taken; prepares and represents City in such hearing violations.
- Provides legal counsel in various code enforcement matters, including representing the City in hearings and appeals in order to enforce city codes and to uphold decisions of the special magistrate at the appellate level.
- Supervise and mentors legal interns to ensure proper work flow, accuracy of work product and variety of experience is attained so that interns have a positive and beneficial experience.
- Advises affordable housing committee and periodically provides coverage for the City Attorney's Office for other board meetings, including the Charter School Board and the Museum of Art board.
- Prepares proposed legislation to repeal, amend or revise existing laws.
- Assists with preparing and gathering information for other Attorney's that represent the City in litigation.
- Advises departmental officials and employees on legal questions.
- Participates in the preparation of state and federal cases for trial; may take depositions, prepare briefs and pleadings, and assist with supervising necessary investigations.
- Attends City Commission and Board meetings as assigned.
- Represents the City at various internal Board hearings and appeals as assigned.

Municipal Prosecutor/Contract Attorney

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Juris Doctor Degree or equivalent and two years of prior professional legal work experience; admission to the Florida Bar in good standing.

Knowledge, Skills, & Abilities –

Knowledge of municipal, county, state, federal, common, and constitutional law affecting the City government.

Knowledge of judicial procedures and rules of evidence.

Some knowledge of City ordinances and charter provisions relating to the authority and functions of City departments.

Some knowledge of established precedents and sources of legal reference applicable to municipal activities.

Ability to prepare civil law cases.

Ability to analyze and prepare a variety of legal documents.

Ability to conduct research on legal problems and to prepare legal opinions.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to establish and maintain effective working relationships with associates.

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.