

Attorney II

Job Class Code: xxxx

Pay Grade: 16

FLSA: Exempt

Updated: 7/15

GENERAL STATEMENT OF DUTIES: Performs legal work for the City; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is the second level in the attorney career ladder. Position involves performing legal work on behalf of the City. The employees in this series will, under the supervision of the City Attorney or Assistant City Attorney, provide legal advice to the Mayor, City Council, department heads, boards, commissions, committees and citizens of Annapolis. Duties require the exercise of extensive independent judgment as a legal authority for the City. Work is performed in accordance with the highest standards and practices of the legal profession.

EXAMPLES OF WORK: (Illustrative only)

- Prepares advice about the daily operation of a municipal corporation consistent with applicable local, state and federal law, regulations and policies, including advice as to alternative legal and administrative solutions to problems;
- As required, attends meetings of the City Council and various commissions, committees and boards and renders legal advice on issues raised by matters on the agenda;
- Organizes, interprets, and applies legal principles and knowledge to assigned legal problems and writes legal opinions;
- Works with the City Attorney or the Assistant City Attorney, prepares draft oral and written legal opinions to the Mayor and Council, City Manager, and Department Directors and other City staff;
- Assists with preparation of depositions, investigations and litigation, and may conduct litigation in court as assigned; may recommend appeals or settlements;
- Negotiates, drafts and reviews contracts, licenses, leases, deeds, insurance, and other agreements;
- Reviews or drafts legislation, resolutions, ordinances and policies.
- Assists in the enforcement of City and department policies and procedures, and the maintenance of proper records and reference materials;
- Assists in answering communications from the public relative to municipal ordinances and legal matters affecting the City;
- Meets with clients, members of the public, and elected officials;
- Performs other related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of common law and of local government, state and federal laws and precedents as gained through completion of a juris doctorate degree and experience in the practice of law; thorough knowledge of the rules of evidence, judicial procedures and methods and practices of legal research; ability to analyze complex legal issues, facts and evidence including those needed for civil proceedings

and court cases; ability to prepare contracts and other legal documents and make court presentations effectively; ability to utilize personal computer and ability to deal tactfully with court officials, city officials and members of the public; ability to organize, interpret and apply legal principles and knowledge in order to solve complex legal problems, prepare any necessary documents, and provide advice, counsel or representation as needed. Excellent academic record and Juris Doctorate from American Bar Association accredited law school and admission to the Bar of the State of Maryland. Two years of experience in relevant specialty, whether in government, in-house or private law firm practice.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the organization and functions and goals of the City government; extensive knowledge of the relevant federal, state and local law; strong knowledge and understanding of general principles of legal ethics with an emphasis on ethics and accountability in the context of municipal administration; skill in negotiating agreements and crafting solutions which accommodate conflicting interests and viewpoints; skill in oral and written communication sufficient to develop defenses of, and justification for, decisions reached; ability to establish and maintain effective working relationships at all levels, both internal and external.

ACCEPTABLE EXPERIENCE AND TRAINING: The ideal candidate is an accomplished practitioner with capabilities in one or two separate fields. The successful candidate will be able to demonstrate substantial, successful, hands-on experience in drafting complex memoranda and pleadings; preparing and rendering legal advice on administrative law, land use and permitting, litigation, and ethical matters; advising a local, county or state government consistent with applicable local, state and federal law, regulations and policies, including advice as to alternative legal and administrative solutions to problems.

AMERICANS WITH DISABILITIES ACT:

Physical ability: ability to work at a desk in office and to observe activities in the field and office.

Visual ability: sufficient to operate a vehicle by both day and night, observe City activities taking place, to read and write reports, correspondence, etc.

Hearing ability: sufficient to understand radio transmissions, conversation with other individuals both in person and over a telephone.

Speaking ability: sufficient to communicate effectively with other individuals in person and over a telephone and/or radio.

Freedom from mental disorders which would interfere with performance of duties as described.