

Attorney I

Job Class Code: xxxx

Pay Grade: 14

FLSA: Exempt

Updated: 7/15

GENERAL STATEMENT OF DUTIES: Performs legal work for the City; does related work as required. Incumbents perform routine, less complex legal assignments and work is subject to review by higher level attorneys.

DISTINGUISHING FEATURES OF THE CLASS: Attorney I is the entry level position in the attorney career ladder and it is distinguished from Attorney II on the basis of the skills, need for direction or review of legal work, as well as lower level of experience in the practice of law to include municipal or other governmental experience. Position involves performing legal work on behalf of the City that is less complex or is performed in support of other more senior attorneys. 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 some independent judgment while serving 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)

- Conducts legal research;
- 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 which are subject to review by higher level attorney;
- 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 or may assist higher level attorney with more complex legal decisions;
- Works closely with the City Attorney or higher level attorney, prepares draft oral and written legal opinions to the Mayor and Council, City Manager, and Department Directors and other City staff consistent with skill and experience;
- Assists with preparation of depositions, investigations and litigation, and may conduct less complex litigation in court as assigned; may recommend appeals or settlements;
- Assists with or negotiates, drafts and reviews contracts, licenses, leases, deeds, insurance, and other agreements;
- Reviews or drafts routine legislation, resolutions, ordinances and policies or may assist higher level attorney;
- 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: Considerable knowledge of common law and of local government, state and federal laws and precedents as gained through completion of a juris doctorate degree; considerable knowledge of the rules of evidence, judicial procedures and methods and practices of legal research; ability to analyze 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. Experience as a legal clerk for a judge in the State of Maryland.

PREFERRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of the relevant federal, state and local law; knowledge and understanding of general principles of legal ethics; 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 has capabilities in one or two separate fields. The successful candidate will be able to demonstrate experience in drafting 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.