

Assistant City Attorney Closes Friday 05/31/2024 11:59pm

Organization: City of Pensacola

Department: Office of the City Attorney

Address: 222 W. Main St. Pensacola, FL 32502

Recruitment Range: \$ 91,270.40 - \$106,100.80 annually dependent on knowledge and experience

This executive position is exempt from Veteran's Preference according to FL Statute 110.205 (2) (j)

Apply on City of Pensacola jobs website Assistant City Attorney Application Link:

<https://www.governmentjobs.com/careers/pensacola/jobs/4495324/assistant-city-attorney?pagetype=jobOpportunitiesJobs>

This is professional work in the area of legal representation and advocacy.

An employee in this class serves under the direction of the City Attorney and performs a variety of legal duties supporting the Office of the City Attorney.

Minimum Qualifications:

- Graduation from an accredited school of law with a jurisprudence doctorate (J.D.) degree; and
- Licensed to practice law in the State of Florida and membership in good standing with The Florida Bar; and
- Five (5) years of practicing law with at least three (3) years of public sector law experience.

Necessary Special Requirements:

- Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Examples of Work:

- Performs legal research and prepares legal opinions at the direction of the City Attorney.
- Represents the City's interests in all cases in state and federal courts, including appellate courts.
- Represents the City at various board and commission meetings.
- Negotiates, drafts and reviews contracts on behalf of the City.
- Drafts and revises ordinances, resolutions, memoranda and correspondence.
- Attends City Council meetings with the City Attorney or in the City Attorney's absence.

- Assists City departments in formulating and implementing policies and procedures in accordance with applicable law.
- Attends seminars or other required training to enhance job knowledge and maintain bar license requirements.
- Makes decisions in accordance with applicable laws, rules, regulations and policies.
- Directs, supervises, assists, and supports legal clerical staff in the preparation and completion of legal forms, scheduling of meetings and maintenance of case management software system, and further is responsible for personnel matters related to legal clerical staff, including but not limited to preparation of evaluations, approval of leave, review of time records, and disciplinary action in cooperation with
- Human Resources.
- Prepares and conducts training for City personnel on various legal topics.
- Advises City departments on operational and compliance matters.
- Works with and manages outside counsel.
- Assists and oversees responses to complex or difficult public records requests.
- Maintains prompt and regular attendance.
- Performs other job duties and special tasks as assigned.

Knowledge, Skills and Abilities:

- Knowledge of local government law and practices.
- Knowledge of particular areas of the law dependent on position and assignments.
- Knowledge of Federal and State law affecting municipal operations.
- Ability to effectively and efficiently work and communicate as part of a team.
- Ability to advise a variety of persons on legal matters.
- Ability to communicate effectively, both orally and in writing, with the judiciary, other lawyers, elected officials, City staff and citizens.
- Ability to analyze simple to complex scenarios to provide legal advice accordingly.
- Ability to multi-task while working with tight deadlines and shifting priorities.
- Ability to organize work for timely completion.
- Ability to establish and maintain effective working relationships with co-workers, elected officials and members of the public.
- Ability to prepare simple to complex legal documents on a timely basis.
- Eligible to be bonded.