

## CITY OF FT. PIERCE

### **JOB OPENING/JOB OPPORTUNITY**

**JOB TITLE:** Assistant City Attorney

**PAY RANGE:** 81

**HOURLY SALARY:** \$30.58 - \$68.14

**ANNUAL SALARY:** \$63,606 - \$141,731

**DEPARTMENT:** City Attorney's Office

**POSITION(S):** 1

#### **GENERAL DESCRIPTION:**

Professional work assisting the City Attorney and the Senior Assistant City Attorney in providing legal services to the City. Duties include assisting the City Attorney and each Senior Assistant City Attorney in performing the responsibilities of general legal counsel for the City, researching legal questions, preparing ordinances and resolutions, issuing briefs and legal documents, representing the City in all small claim lawsuits and rendering legal opinions. Position requires strong command of legal terminology and the application of such to a variety of official/legal documents/formats. The legal nature of the work requires that all tasks be performed accurately and in strict conformance with established policies and procedures as well as court requirements. Follow through is critically important. Work at this level requires a high degree of professionalism and level of discretion due to the sensitive and confidential nature of information processed. Work is performed under the direction of the City Attorney and is reviewed through conferences, inspection of documents, and evaluation of results obtained. Reports to the City Attorney.

#### **ESSENTIAL JOB FUNCTIONS:**

1. Effectively communicates with people of all ages by giving information and directions, mediating disputes and advising of rights and processes.
2. Functions as a representative to the judiciary.
3. May assist or participate in developing new policies and procedures.
4. Assists with the resolution of citizen complaints when requested.
5. May assist or prepare and file legal documents and presents case to proper jurisdiction regarding forfeiture of properties.
6. Assists in rendering oral and written opinions, synopses, abstracts or summaries of legal issues and
7. publications pertaining to law enforcement as required.
8. Conducts research using state and federal statute books or websites, codes and ordinances, policy manuals and other sources to assist the department with procedural issues on a daily basis.
9. Locates, reviews and advises appropriate staff of judicial decisions for applicability to pending cases or actions.
10. Attends seminars at the local, state and national level to secure continuing education in specialized areas of law relevant to City issues.
11. **File Management:**
  - a. Open and maintain (include updates as needed) physical and electronic files in the office consistent with established office procedures, new file checklists, CityLaw operating system and office policies.
  - b. Preparation of initial pleadings and correspondence; mailing and electronic filing of same.
  - c. Checking court docket to ensure all dates are noted and diaried.
  - d. Coordinate and partner with risk analyst and worker's compensation adjuster for receipt of required claims documents.
  - e. Responsible for oversight of staff in maintaining case files, both electronic and paper versions,
  - f. particularly on Westlaw's Case Analysis.
  - g. Ensure all documents are scanned in and appropriately described in the appropriate CityLaw case file.
12. **Ongoing support:**
  - a. Prepare and serve routine pleadings consistent with initial file handling procedures including responsive pleadings.

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- b. Send out initial discovery and diary for response and follow up. Document production and understanding of privileges, objections, use of privilege log.
- c. Extensive calendaring and scheduling of mediations, pretrial hearings, trials and depositions including reminders; calendaring response deadlines and providing diary system for follow through. Includes confirmation of calendar events.
- d. Timely notification to witnesses of depositions including scheduling of preparation time. Includes confirmation with experts for depositions including verification that prepayments received.
- e. Reviewing and calendaring mail, ensuring attorney sees and reviews same and indicating action taken on same; preparation of correspondence.

1. This job description is not intended to be and should not be construed as an all inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, Management reserves the right to modify, add or remove duties and assign other duties as necessary that are a logical assignment to the position.

**EMERGENCY DECLARATION STATUS:**

Nonessential employees will not be required to work during a declared emergency but may be required to work during an undeclared emergency or in the aftermath of an event associated with a declared emergency. On an incident by incident basis, the employee's Department Head will make the determination when the employee will be required to work

**MINIMUM TRAINING & EXPERIENCE:**

Undergraduate Bachelor of Arts or Bachelor of Science degree and degree of Juris Doctorate from a law school accredited by the American Bar Association. Must be admitted to practice law in Florida and be a member of the Florida Bar. Must be admitted to practice before the U.S. District Court, Middle District of Florida, and U.S. Circuit Court of Appeals, 11th Circuit, within six (6) months of hiring.

**Special Requirements for Litigation Intensity:**

Seven (7) years of experience in civil litigation, preferably all or most of that experience focused in the area of tort litigation. Preference will be given to those individual bar members that have some or substantial experience in Local Government Litigation cases.

**Special Requirements for Workers Compensation Intensity:**

Seven (7) years of experience in Florida Workers Compensation law, preferably devoted to defending employers, carriers, and servicing agents in Florida Workers Compensation cases. Preferred candidate will be board certified. Fluency in Spanish is a plus.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:**

Physical Requirements: Must be able to concentrate on work related subjects for 12+ hours per day and to manage several unrelated problems. Must be physically able to operate a variety of office machinery and equipment including a computer, keyboard, copier, printer, facsimile machine, calculator, etc. Must be physically able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

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**Data Conception:** Requires the ability to compare and or judge readily observable functional/ structural/composite characteristics (similar to or divergent from obvious standards) of data, people, or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments and/or directions to subordinates and assistants. Must be able to effectively communicate with individuals experiencing high degrees of stress.

**Language Ability:** Requires the ability to read literature, various types of reports, governmental records and studies and legal documents. Requires the ability to prepare governmental reports and technical studies with the proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak to people with poise, voice control and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables. Must be able to synthesize two or more concepts into one logical program.

**Verbal Aptitude:** Requires the ability to record and deliver information and to follow and give verbal and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including accounting, legal, engineering and governmental terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; adding and subtracting totals; multiplying and dividing; determining percentages and decimals; and utilizing basic systems of algebra and geometry. Has the ability to use the practical application of fractions, percentages, ratio and proportion, practical algebra, and geometry.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, visually with office equipment and recording devices.

**Motor Coordination:** Requires the ability to coordinate hands and eyes in using automated office equipment; to operate motor vehicles.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Does not require the ability to differentiate colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear (talking expressing or exchanging ideas by means of spoken words). (Hearing perceiving nature of sounds by ear.)

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**PERFORMANCE INDICATORS:**

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of Responsibility. Maintains high quality communication and interacts within department and division, and with co workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, City policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Excellent attendance and adheres to City policies and procedures regarding absences.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self reliant and self starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment. Provides appropriate and timely information to Commission and understands what actions require policy enactment.

**Cooperation:** Oversees department goals and objectives and assists subordinates in their meeting their goals and objectives. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons within the City.

**Relationships with Others:** Shares knowledge with managers, staff and City Council, to benefit city operations. Ensures high morale among all employees. Ensures that cooperative and courteous relationships are formulated and maintained between staff and their department employees and with the general public so as to maintain good will toward the city and to project a good organizational image. Tactfully and effectively handles requests, suggestions and complaints from departments and persons in order to maintain good will within the City. Interacts and ensures staff interaction is effective between fellow employees and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time management methodology. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Presides over and/or attends meetings, planning sessions and discussions. Implements work activity in accordance with priorities and estimated schedules. Maintain a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the City and various regulatory agencies. Sees that the standards are not violated.

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**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of city operations. Knows and understands the expectations of the City and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of assigned projects and city operations. Within the constraints of City policy, formulates the appropriate strategy and tactics for achieving objectives. Oversees departments in organizing, arranging and allocating manpower, financial and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the City. Insures the City uses modern principles of strategic planning to assist City Council in setting policy strategies.

**Organizing:** Organizes work well. Ensures that staff members know what results are expected of them and that they are regularly and appropriately informed of all City and department matters affecting them and/or of concern to them.

**Staffing:** Works with the City Council and with department officials in determining staffing requirements with respect to both technical and philosophical needs to meet goals and objectives of city operations.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied. Exercises enthusiasm in influencing and guiding others toward the achievement of City goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Assists in auditing and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of City standards, methods and procedures.

**Delegating:** Assigns duties as necessary and/or appropriate in order to meet operational goals. Has confidence in staff to meet new or additional expectations. Delegates authority with responsibility.

**DecisionMaking:**

Uses discretion and judgment in developing and recommending courses of action affecting the organization. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and recommend alternatives.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the organization. Employs imagination and creativity in the application of duties and responsibilities. Recommends changes in policy, programs and services to City Council.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff. Institutes participatory management programs throughout the City and develops mechanisms to ensure adequate information is provided to employees.

**Policy Implementation:** Has a clear and comprehensive understanding of City policies regarding City functions. Adheres to those policies in the discharge of duties and responsibilities.

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**Policy Formulation:** Ensures compliance and recommends changes in operating philosophies and policies of the City and continually reviews policies in order to ensure that any changes in City philosophy or practice are appropriately incorporated. Also understands the relationship between operating policies and practices, and morale and performance. Works to see that established policies enhance same.

**Litigation:** Should be comfortable and experienced in litigating Local Government issues both within the realm of contract law as well as employment labor law both experienced within the modern Florida public sector of government and/or not-for-profit organizations.

**ENVIRONMENTAL CONDITIONS:**

- Works inside in an office environment.

*(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)*

**IF INTERESTED IN BEING CONSIDERED FOR THIS POSITION AND YOU MEET THE MINIMUM QUALIFICATIONS, PLEASE APPLY ONLINE ON THE CITY'S WEBSITE, [cityoffortpierce.com](http://cityoffortpierce.com) ON OR BEFORE THE CLOSING DATE.**

**OPENING DATE: 05/03/2019**

**CLOSING DATE: Until Filled**

<b>THE CITY OF FORT PIERCE IS AN EQUAL OPPORTUNITY EMPLOYER</b>
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**05/02/2019**

**EEOC FUNC/CAT: DD/FF**

**(Non-Bargaining)**