

ASSISTANT CITY ATTORNEY I**SUMMARY:**

Under general direction, assists in the provision of legal services to the City, including the Mayor, City Commission, City departments and all City agencies, Boards and Committees; performs other duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Provides legal advice and assistance to the Mayor, City Commission, City Administrator, Internal Audit, and all City departments and boards.
2. Prepares ordinances, resolutions, contracts and other legal documents.
3. Represents the City in assigned legal proceedings.
4. Represents City departments in contract review and negotiations, ordinance preparation, and counsel.
5. Handles all closings for the purchase and sale of City property.
6. Conducts investigations of claims and complaints by or against the City; prepares reports, memoranda, and drafts legal opinions recommending courses of action.
7. Drafts and prepares bills affecting the City for the State legislature and presents to local legislative delegation.
8. Prepares or reviews all contracts entered into by the City.
9. Prepares deeds, easements and other documents in connection with the acquisition and disposal of property rights.
10. May supervise work of subordinate employees.
11. Serves as Legal Advisor to assigned boards.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of City, federal and state laws, statutes, rules, regulations, ordinances, codes related to the assigned area of City government operations and legal issues.
- Knowledge of research of complex legal issues.
- Knowledge of general office equipment, computer hardware and software.
- Knowledge of customer service/public relations methods, practices and procedures.
- Knowledge of court procedures.
- Skill in litigating matters related to area of assignment.
- Skill in utilizing a high degree of verbal and written communication in the presentation of information to a wide variety of audiences.
- Skill in negotiation and consensus development.
- Skill in assigning, reviewing and evaluating work.
- Skill in utilizing customer service / public relations techniques in responding to inquiries and complaints.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves sedentary to light work in an office setting. There is occasional need to stand, stoop, walk, sit, lift light objects (up to 25 pounds) and perform other similar actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

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MINIMUM QUALIFICATIONS: Juris Doctorate and member of the Florida Bar (or admission pending), with over three (3) years of progressively responsible legal experience, or any equivalent experience. A valid Florida driver's license is required. Experience with real estate transactions, experience in drafting contracts, and experience with construction contracts and claims.