

Job Class Code: 0730	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform responsible professional work in the rendering of legal services for the City of Chesapeake. The class is responsible for preparing legal documents and providing legal guidance. The class works under general supervision.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Performs legal work and presents findings to supervisor. Prepares legal memoranda setting forth facts, issues and legal recommendations, for signature by the City Attorney. • At the request of the City Attorney, reviews and drafts ordinances, resolutions, charter revisions, proposed legislation, contracts, deeds, leases, releases, pleadings, writs, franchises, and other legal documents on behalf of the City. • Attends regular and special meetings to provide legal guidance to assigned departments, department heads, and City employees. Responds to inquiries for legal information from City employees. • Assists in preparing cases for trial, including interviewing witnesses and examining law and evidence. • Conducts title searches, certifies titles, and assists in handling real estate closings. • Performs related tasks as required and assigned. 	

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice or makes recommendations based on professional expertise.
Reasoning Requirements	Performs work involving the application of logical principles and legal analysis to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or descriptive statistics.
Language Requirements	Reads professional law journals, case abstracts, financial and governmental reports, and legal documents; appears before professional and civic groups, and may be required to speak extemporaneously on a variety of subjects.
Mental Requirements	Performs professional level work requiring the application of legal methods in the solution of administrative and legal problems.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a sizable segment of the organization and the general public.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires a juris doctorate.
Experience	None.
Special Certifications and Licenses	Requires a Commonwealth of Virginia Law License, or eligibility for membership in the Virginia Bar. Requires a valid driver's license and a driving record in compliance with City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.