

Job Class Code: 0740	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to perform difficult and responsible administrative work in the rendering of legal services for the City of Chesapeake. The class is responsible for preparing legal documents, providing legal advice, conducting legal research, participating in court proceedings and supervising clerical staff. The class works under general supervision.

TYPICAL TASKS

- Performs legal research and presents findings to supervisor. Prepares legal memoranda setting forth facts, issues and legal recommendations, for signature by the City Attorney.
- Reviews and drafts ordinances, resolutions, contracts, deeds, leases, pleadings, writs, releases, franchises, and other legal documents for review by the City Attorney.
- Attends meetings to provide legal guidance to assigned boards and commissions and departments heads. Responds to inquiries for legal information from City employees.
- Assists the City Attorney and the Deputy City Attorney in handling major litigation and special projects by performing legal research and preparing documents as may be directed.
- Attends court proceedings as representative of departments for collections, code violations and other matters which impact the City. Assists in major litigation and helps prepare cases for trial by interviewing witnesses, examining law and evidence and preparing discovery.
- Attends civic league and other citizen forums to assist City staff members with legal issues that may arise.
- Provides legal input to the City's Legislative Liaison upon request, and prepares updates to the City Code as needed to comply with changes in State Law.
- Assists in land acquisitions including plat review, title searches, correspondence with landowners, preparation of resolutions, certificate and petitions, and filing documents with the court.
- Performs related tasks as required.

GENERAL STANDARDS

Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking 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, or and legal documents; appears before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a legal nature and formulates recommendations on the basis of such analysis.
Decisions/Supervisory Control	Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a juris doctorate.
Experience	In addition to satisfying the vocational/educational standard, this class requires a

City of Chesapeake

Class Title: Assistant City Attorney II

minimum of two years of related, full-time equivalent experience.

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.