

Job Class Code: 0750	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to render high level legal services to the City of Chesapeake and to assist in the supervision of staff. The class is responsible for preparing complex legal documents, providing legal advice, conducting legal research, representing the City in court proceedings, mediating disputes, and supervising staff. The class works within broad policy and organizational guidelines; independently plans and implements projects; and reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Provides legal advice on a wide variety of complex issues and recommends an appropriate course of conduct for City’s directors, managers, and other employees on a variety of issues. Renders oral and written opinions on complex legal issues involving state, federal and local laws.
- Reviews and drafts legal documents including motions, petitions, orders, writs, pleadings, deeds, leases, ordinances, resolutions, policies, and contracts.
- Attends meetings of boards, commissions, committees and departments to provide legal advice, training and recommendations.
- Attends meetings of regional, state and federal agencies, authorities and commissions to represent the interests of the City and help resolve complex issues involving other municipalities and governmental entities.
- Provides legal representation to the City in judiciary and administrative proceedings, including trial and appellate work. Serves as “first chair” litigator in major court cases and manages significant caseload, including witness interviews, legal research, and evidentiary motions.
- Facilitates major property acquisitions for City projects, including title work, document preparation and condemnations.
- Mediates disputes involving the City or any of its boards, commissions or committees.
- Assists the City Attorney and Deputy City Attorney in the supervision of staff, including training, assigning and evaluating work, counseling, and recommending disciplinary action.
- Upon request, assists the City Attorney and Deputy City Attorney in the preparation of the departmental budget and monitors expenditures.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
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 principles of logical thinking and legal or other practices to diagnose or define problems, collect data, and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
Language Requirements	Reads and interprets professional materials involving advanced bodies of knowledge related to politics, economics, technology, law, medicine or other complex disciplines; writes extremely complex papers and reports.
Mental Requirements	Uses advanced analytical and theoretical methods in the analysis, or interpretation of abstract work of a legal nature and formulates new techniques or recommendations, or makes decisions which impact both the organization and the discipline.

Decisions/Supervisory Control	Makes decisions as the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans or methodologies.
--------------------------------------	--

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 minimum of three 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.