

Job Class Code: 0755	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION

The purpose of the class is to render high level legal services to the City of Chesapeake and assist with oversight of departmental operations including supervision of staff and budget preparations/management. 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 complex issues to departments and agencies of the City; provides oral and written legal opinions.
- Drafts ordinances, contracts, petitions, motions, orders, pleadings, resolutions, leases, deeds, license agreements, policies, writs and other legal documents.
- Reviews, revises, and approves proposed ordinances, contracts, policies, procedures, and other documents for legal sufficiency.
- 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 interviewing witnesses, preparing and reviewing exhibits, legal research, evidentiary motions.
- Provides specific legal guidance and representation to City staff in ongoing matters before the court and administrative and regulatory bodies.
- Participates in mediation and pre-trial settlement conferences and makes recommendations to the City Attorney regarding proposed resolution of disputes.
- Assists the City Attorney in the preparation of the departmental budget; monitors expenditures and budgetary matters.
- Attends citizen meetings for purposes of responding to legal questions and providing legal explanation of City programs and issues.
- Assists the City Attorney in administrative investigations concerning matters of concern to the City Council and the City Manager.
- Assists the City Attorney and Deputy City Attorney in providing oversight of office management and supervision of staff, including training, assigning and evaluating work, counseling, and recommending disciplinary action.
- Attends staff, commission, Council, Board, and other professional meetings to exchange information or provide legal counsel.
- Facilitates major property acquisitions for City projects, including title work, document preparation, and condemnations. Conducts real estate closings.
- Mediates disputes involving the City or any of its boards, commissions, or committees.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
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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. 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 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	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions, or measurements.
Language Requirements	Reads and applies professional materials involving advanced knowledge of law, politics, economics, abstracts, financial reports and legal documents; provides legal advice in public settings including City Council meetings and high profile boards and commissions; speaks before professional and civic groups, participates in legal panel discussions, and speaks extemporaneously on a variety of subjects.
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. Makes decisions which impact both the organization and local government law.
Decisions/Supervisory Control	Makes decisions on a daily basis concerning legal interpretations, policy implementation, containment of legal risk, and protection of the public welfare. These decisions may affect the entire organization and city population. Decision making includes the development of long-range goals, plans, or methodologies.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of City, federal and state laws, statutes, rules, regulations, ordinances, codes related to the assigned areas 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.
Skills	Skill in litigating matters related to areas 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 utilizing customer service and public relations techniques in responding to inquiries and complaints.
Abilities	Ability to establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a Juris Doctorate degree from an accredited law school or equivalent.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time experience in the practice of local government law or 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.

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