

<b>Position Code: 0550</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: 2</b>	<b>EEO Category: 9</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to provide legal representation and assistance to the Treasurer. The class is responsible for City bankruptcy cases, providing legal counsel for the Treasurer and the Treasurer's Office, and acting as Deputy Treasurer. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

**TYPICAL TASKS**

- Represents the Treasurer's Office and the City of Chesapeake in bankruptcy related matters.
- Advises the Treasurer regarding legal matters pertaining to the Treasurer's Office.
- Researches and advises on collection matters; represents the Treasurer's Office before local courts on collection matters.
- Researches and analyzes data, and interprets laws to assist in the development and implementation of new procedural policies within the Treasurer's Office.
- Performs sustained computer work, drafting complicated legal documents and conducting research.
- Acts as Deputy Treasurer as directed by Treasurer.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Plans or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise.
<b>Reasoning Requirements</b>	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.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	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; speaks to high level scientific, political, economic, legal, medical or other professional groups.
<b>Mental Requirements</b>	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a fiscal or legal nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	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**

<b>Vocational/Educational Requirement</b>	Requires a juris doctorate.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of two years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a Commonwealth of Virginia Law License.

City of Chesapeake

Class Title: Counsel to the Treasurer

**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.*