

CITY ATTORNEY

DUTIES AND RESPONSIBILITIES

Under direction of the City Council, provides legal counsel to the City and represents the City in all legal matters. The City Attorney is appointed by the City Council and is guided by the City Charter, City ordinances, and other statutes as they exist and by the procedures and limits imposed by them. Does related work as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

1. Gives legal advice and confers with various City officials, employees, boards, commissions, and committees. Prepares legal opinions on questions submitted by City officials, and prepares all legal documents and instruments.
2. Prepares ordinances, resolutions, official notices, and legislative acts relative to the City's governmental functions.
3. Serves as prosecutor for the City and upon request (a) reviews all crime reports where complaints are requested and determines if a complaint is valid and prosecution merited, (b) represents the City in all jury trials and all trials where there is a defense attorney, (c) represents the City in various other courts and confers with police officials and other persons in such capacity.
4. Investigates claims made by and against the City and recommends action thereon.

MINIMUM QUALIFICATIONS DESIRABLE

1. Graduation from an accredited school of law and admission to the practice of law in the State of Oregon.
2. Three years experience in the practice of law.
3. Thorough knowledge of the principles and procedures of civil law, especially as they relate to municipal corporations.
4. Thorough knowledge of the judicial procedure and the rules of evidence.
5. Considerable knowledge of local ordinances and of State and Federal laws affecting municipal operations.
6. Working knowledge of municipal government structure and operation.

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Minimum Qualifications Desirable
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7. Ability to establish and maintain effective working relationships with City officials; City employees, particularly of the Police Department; officials of the court; and the public.
8. Ability to analyze, appraise, and organize facts, evidence, and precedents concerned in cases and skill in their presentation to the court.