

## JOB DESCRIPTION & FACTOR EVALUATION CHART

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this classification. It is not intended as a complete list of the specific duties and responsibilities that may be inherent in this job. The principle duties and responsibilities enumerated are all essential job functions except for supplemental duties and responsibilities. Supplemental duties and responsibilities are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct, and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this description as it deems, in its judgment, to be proper.

**OCC. CODE NO.** 110.117-010

**GOE:** 11.04.02 **ST:** S **GED:** R6 M4 L6 **SVP:** 8 **DLU:** 77

**Title:** City Attorney **Department:** City Attorney's Office

**FLSA Status:** Exempt

### **General Summary:**

This is a professional legal position whose duties are performed in accordance with the laws and statutes of the State of Wisconsin, and the City of Waukesha, as well as the Codes of the United States. The City Attorney shall conduct all the legal business of the municipal corporation. Provides legal counsel and services to the Common Council, various City officials, Waukesha Housing Authority, Water Utility, department heads, and the various boards and commissions of the City of Waukesha.

### **Reporting Relationships:**

The work is performed with considerable independent discretion, however, guidance and policy direction are received from the Mayor and City Council. Work is reviewed through conferences, periodic performance evaluation reports and observation of results achieved. Supervises the operations staff of the Attorney's Office, and direct and assist department heads and supervisors in legal matters of the City.

### **Specific Accountabilities:**

1. Reviews and interprets Federal Law, State Statute and City Ordinances, as well as administrative rules and regulations.
2. Renders legal opinions to the City Common Council, subcommittees of the Council, the Mayor, department heads and other officials of City government.
3. Consults with and advises department heads and others in the conduct of all municipal business having legal import.
4. Attends all City Council meetings, advising on legal matters when requested.
5. Prepares, drafts, and reviews all ordinances, resolutions, and agreements when requested.
6. Prosecutes violations of City ordinances including traffic, civil, zoning, fire, building and other matters.
7. Prepares, researches, and presents law suits for the City.
8. Process and defend the City, its elected and appointed officials, boards and commissions in all legal actions, and proceedings.
9. Drafts all pleadings, documents and briefs relating to litigation from the beginning of a case to the end, including appeals to the Court of Appeals or the Supreme Court.
10. Attends pretrial and trial proceedings, attends and takes depositions and assesses the preparation and answers to all interrogatories and requests for production of documents.

11. Drafts contracts and real estate conveyance documents.
12. Prepares, maintains and monitors expenses against the department's budget
13. Act as legal counsel to the Personnel Department in all labor matters.
14. Responds to inquires and complaints explaining City laws and policies on any number of topics.
15. Serves as a member of the Board of Public Works Transit System Utility Board and the CATV Commission.
16. Performs other related duties as required.

**Required Knowledge, Skills and Abilities:**

Graduation from an accredited ABA law school with a LLB or JD; requires three (3) to four (4) years experience in the practice of municipal law (One to two years of which must have been at a supervisory or managerial level), and possession of a license to practice law in the State of Wisconsin; and or an equivalent combination of education and experience which provides the following knowledge, skills, and abilities:

- Comprehensive knowledge of City Codes, City charter provisions, state and federal law, with particular reference to municipal legal provisions and of municipal law.
- Considerable knowledge of established precedents and sources of legal reference.
- Considerable knowledge of judicial procedures and rules of evidence.
- Considerable knowledge of the organization, functions, and legal authority of the various City departments, boards, commissions, and committees.
- Considerable skill in determining whether a legal or administrative approach will best resolve a City problem.
- Considerable skill in organizing, interpreting and applying legal principles and knowledge to complex legal problems.
- Considerable skill in supervising the preparation and trial of important cases and in presenting material clearly, and logically.
- Considerable skill in effectively interacting with persons interested or involved in suits against the City.
- Considerable skill in the conduct of legal research, analysis of data, determination of proper courses of action and presentation of facts and arguments.
- Ability and experience in planning and supervising the work of legal department staff members.

**General Summary:**

This is a professional

**Reporting Relationships:**

The work is performed with considerable

**Specific Accountabilities:**

1. Reviews and interprets

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