



City Attorney

Bargaining Unit: Non-Union Exempt

Class Code:
160-0 (CC-1)

CITY OF APPLETON

Established Date: Mar 26, 2014

Revision Date: May 21, 2014

SALARY RANGE

\$53.06 Hourly

\$110,364.80 Annually

NATURE OF WORK:

This is a professional position responsible for providing professional legal services to the City. Work involves litigation, litigation support, providing legal advice, training and administrative support to City departments, and supervising the Assistant City Attorney position. The incumbent works under the general direction of the City Attorney.

JOB FUNCTIONS:

- Supervises and assigned tasks to Assistant City Attorneys.
- Provides performance evaluations for the Assistant City Attorneys and the Secretary to the City Attorney.
- Drafts real estate documents, including deeds, offers to purchase and development agreements.
- Provides in-service training to City personnel regarding personnel and legal issues.
- Prepares legal wording for new ordinances.
- Oversees the upkeep of the City's Municipal Code.
- Responds to requests by Aldermen for information in specific job areas.
- Prepares correspondence and legal documents necessary for City activities.
- Provides legal advice to department heads concerning employment issues such as Fair Labor Standards Act, family medical leave, sexual harassment, contract preparation, and disciplinary matters.
- Backs up City Attorney in his/her absence.
- Does special projects and activities as assigned by City Attorney.
- Prepares for and represents the City in administrative hearings, labor arbitrations and litigation.
- Acts as legal advisor to the Utilities and Municipal Services Committees.
- Maintains regular punctual and predictable attendance, works overtime and extra hours as required.

REQUIREMENTS OF WORK:

- Requires considerable experience as a practicing attorney, a law degree, and eligibility to practice law in the State of Wisconsin. Experience and training should provide the following knowledge, abilities and skills:
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- Knowledge of principles and practices of law particularly local, state and federal laws and court decisions affecting municipalities.
- Knowledge of police, fire and inspection department operations, policies and procedures.
- Ability to prepare legal papers and skill in case presentations.
- Ability to conduct in-house training.
- Ability to analyze discipline, hiring and promotion questions and provide legal advise to Chief of Police.
- Ability to communicate effectively, both orally and in writing, with personnel at various levels within and outside the organization.
- Possess and maintain a valid Wisconsin driver's license.

SUPPLEMENTAL INFORMATION:

COMPETENCIES

Communication

Visionary

Political Savvy

Strategic Skills

Decision Maker

To learn more about these competencies click [here](#)