

MAJOR FUNCTION

This is entry-level professional work assisting the more experienced attorneys in providing legal services to the City. Duties include assisting a Senior Assistant City Attorney by performing the routine and less complex responsibilities of general legal counsel for the City, including the rendering of legal advice and assistance to department directors and other City employees. An incumbent may advise the Police Chief on police legal matters. Other duties include researching legal questions, preparing resolutions, issuing briefs and legal documents and rendering legal opinions. Work is performed under the direction of a Senior Assistant City Attorney and is reviewed through conferences, inspection of documents, and evaluation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists in the preparation and presentation of less complex cases on behalf of the City in civil law suits and administrative hearings. Performs legal research and prepares opinions on various less complex legal problems for City departments. Prepares, drafts, reviews, revises and approves routine contracts, deeds, leases, and other legal documents and instruments of various City departments; reviews such documents and renders opinions as to their legal acceptability. Analyzes claims and complaints by or against the City government; prepares and tries less complex cases for damage and other suits and hearings; represents the City in such hearings. Advises department directors and employees on legal questions. May participate in the preparation of state and federal cases for trial; takes depositions, prepares briefs and pleadings, and participates in necessary research. May serve as a legal advisor to the Police Department on a 24-hour per day basis. May be assigned the analysis, litigation, and disposition of contraband forfeiture cases; develops recommendations to establish or modify police procedures and activities; performs related work assignments. May research and interpret statutes, case law, and department policy concerning substantive and procedural questions posed by individual officers and other Tallahassee Police Department employees. May determine if forfeiture proceedings should be initiated based on the facts and circumstances of each case. May determine the legal ownership of seized property and, where appropriate, negotiates settlement. May draft and file legal documents necessary for the litigation and/or disposition of forfeiture cases. May litigate forfeiture cases on behalf of the City of Tallahassee. May review arrest reports and attend court proceedings to determine if officers are experiencing problems in statutory interpretation and enforcement. Performs related work as required.

Other Important Duties

Attends various City meetings as assigned. May develop recommendations to establish or modify police procedures and various aspects of police procedures for departmental use (arrests, search, seizure, investigation, civil liability, use of force, etc.) May maintain liaison with other criminal justice agencies. May coordinate with the Police Department's Property and Evidence Section to ensure that seized property is securely and properly maintained. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of municipal, county, state, federal, common law, and constitutional laws affecting the City government. Knowledge of judicial procedures and rules of evidence. Knowledge of City ordinances and charter provisions relating to the authority and functions of City departments. Knowledge of established precedents and sources of legal reference applicable to municipal activities. Knowledge of civil laws and judicial procedures related to contraband forfeiture and police civil liability. Knowledge of criminal laws and judicial procedures. Ability to prepare civil law cases. Ability to analyze and prepare a variety of legal documents. Ability to conduct research on legal problems and to prepare legal

opinions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Graduation from an accredited college of law.

Necessary Special Requirements

Membership in the Florida Bar at the time of application.

Possession of a valid class "E" State driver's license.

Prohibition

Shall not be permitted to practice law except on behalf of the City, or engage in any other gainful employment without the express consent of the City Attorney.

Established: 07-02-92
Revised: 04-15-94
05-23-94
07-22-94
04-26-04*
09-30-06