



CLASS TITLE | ASSISTANT CITY ATTORNEY III REAL PROPERTY

PAY GRADE: CA-03 | www.cityoftulsa.org/pay

Class Code: 2504

Effective Date : 02/15/2023

PURPOSE OF THE CLASSIFICATION: Under general supervision of City Attorney or designee, provides wide-ranging services handling all aspects of real property, zoning, infrastructure, land and economic development, and other matters as assigned.

ESSENTIAL TASKS:

- Draft, review, and analyze ordinances, resolutions, Charter amendments and other documents for, and provide legal advice on, real property, zoning, tax increment financing districts, improvement districts, abatements, code enforcement, land and economic development issues, municipal elections, sign regulations, easements, foreclosures, quiet title actions, and affordable housing and community ownership programs, including community land trusts
- Advise and support Tulsa City Council, including reviewing agendas and attending meetings as requested, draft legislation, conduct related research, and act as liaison to coordinate legal services with the Legal Department
- Monitor and support City authorities, boards, and commissions as requested, including attending meetings and advising the Tulsa Metropolitan Area Planning Commission, City of Tulsa Board of Adjustment, the Tulsa Preservation Commission, and other matters as assigned
- Perform legal research and provide legal opinions and advice
- Review and analyze Board of Adjustment appeals and civil litigation involving real estate or zoning matters, represent City in eminent domain proceedings and provide risk analysis
- Develop and maintain strategies to improve delivery of legal services, including training internal stakeholders on legal issues, streamlining real property and other processes, standardizing the drafting of legislation to ensure it is current and consistent, and coordinating the processes for elections, Charter reviews, and redistricting
- Monitor and analyze recent cases and legislation affecting municipal operations and recommend changes in policies and procedures to meet legal requirements and improve processes
- Perform special projects, assignments and other duties as assigned
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet the following:

- (a) Graduation from an American Bar Association accredited school of law; **and**,
- (b) Two (2) years of experience in the practice of law.
- (c) Experience with real property, zoning, economic development, tax increment financing or litigation involving constitutional issues, municipal law issues, and /or administrative proceedings preferred.

Knowledge, Abilities and Skills:

Knowledge of:

- Knowledge of municipal, state, federal, and constitutional provisions affecting municipal operations, and experience in real property law, particularly as it impacts municipalities, including elections, municipal financing, and administration
- Knowledge of Board of Adjustment appeals, zoning, annexations, economic development, municipal code enforcement, and methods of legal research

Ability to:

- Ability to analyze and apply legal principles to complex problems



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- Ability to understand and interpret laws and regulations and provide well-reasoned legal advice
 - Ability to learn and analyze the City charter, ordinance, and code provisions
 - Ability to communicate effectively both orally and in writing
 - Ability to maintain confidentiality and highest ethical and professional standards
 - Ability to work collaboratively and independently
 - Ability to distinguish between legal, management and policy matters
 - Ability to work under deadline pressures with little or no immediate supervision
 - Ability to operate a personal computer and software to perform word processing, spreadsheet, and legal research functions (Westlaw)
 - Ability to serve as a representative of the City of Tulsa, demonstrating a positive attitude and progressive actions through the display of courtesy and appropriate tact and discretion in interactions with City officials, staff, outside agencies, and the public

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 20 pounds; occasional pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, bending, and reaching; and visions, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of the following:

1. Valid license to practice law in the State of Oklahoma or the ability to attain an Oklahoma license within six (6) months of employment
2. Valid Oklahoma Class "D" Driver License

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; requires some travel to various locations within and outside the City of Tulsa; and subject to additional working hours above forty-hours per week.

EEO Code: E-02

Group: Cultural, Legal, and Science

Series: Legal