



Class Code: 2668

## CLASS TITLE | ASSISTANT CITY ATTORNEY I

PAY GRADE: CA-01 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 11/13/2024

**PURPOSE OF THE CLASSIFICATION:** Under general supervision performs entry-level professional legal work in the preparation and prosecution of cases in Municipal Court and assisting the Criminal Division Manager; performs legal work in the division; and performs other related duties as assigned.

### ESSENTIAL TASKS:

- Prosecutes violations of municipal ordinances, including filing charges, interviewing police officers and witnesses, handling discovery, drafting pleadings and briefs, negotiating plea agreements, and trying both jury and non-jury trials and appeals
- Conducts legal research and drafts legal opinions
- Analyzes and drafts municipal ordinances
- Participates in the development and implementation of new programs and court services
- Renders verbal and written legal opinions
- Keeps abreast of state and federal legislation affecting municipal government
- 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 one of the following criteria:

- (a) Graduation from a law school accredited by the American Bar Association with a Juris Doctorate;

**or,**

- (b) Possession of a Legal Intern license within 6 months of graduation from a law school accredited by the American Bar Association

*Third year law students with anticipated graduation dates before starting work may be given a conditional offer of employment contingent upon successfully graduating and obtaining an Oklahoma license to practice law*

### Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of municipal, state, federal, and common law
- Good knowledge of the methods of legal research
- Good knowledge of judicial procedures and rules of evidence
- Some knowledge of statute law and court decisions affecting municipal government

Ability to:

- Prepare and try misdemeanor cases in court
- Write clearly and concisely
- Understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding

Skill in:



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- Verbal and written communication

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, calculator 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 vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- a) Possession of a valid license to practice law in the State of Oklahoma or the ability to attain an Oklahoma license within twelve (12) months from date of hire; **and**,
- b) Possession of a valid Oklahoma Class "D" Driver License; **and**,
- c) An original legal writing sample must be provided
- d) Other assessments may also be required

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; requires some travel to various locations to conduct pre-trial discovery, perform trial work and appear before administrative agencies to argue appeals. Must be willing and able to work the hours necessary to accomplish the job requirements including working irregular hours to attend evening meetings and travel to attend classes, meetings and/or seminars. Position is subject to additional working hours above forty-hour work week.

**EEO Code: E-02**

**Group: Cultural, Legal, and Science**

**Series: Legal**