



CLASS TITLE | ASSISTANT CITY ATTORNEY II – CRIMINAL

PAY GRADE: CA-02 | www.cityoftulsa.org/pay

Class Code: 2669

Effective Date: 11/13/2024

PURPOSE OF THE CLASSIFICATION: Under general supervision performs more difficult professional legal work in the preparation and prosecution of cases in Municipal Court and assists the Criminal Division Manager in providing a wide range of professional legal services to city departments and officials; 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, drafts legal opinions
- Analyzes and drafts municipal ordinances
- Participates in the development and implementation of new programs and court services
- Assists in training less experienced prosecutors in case strategies and trial skills
- 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 the following criteria:

- (a) Graduation from a law school accredited by the American Bar Association with a Juris Doctorate; **and,**
- (b) Two (2) years of experience in the practice of law; experience in prosecution or litigation with municipal issues is *preferred*

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
- Good knowledge of statute law and court decisions affecting municipal government

Ability to:

- Prepare and try misdemeanor cases in court; ability to 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:

- Verbal and written communication



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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 argue appeals. Must be willing and able to work the hours necessary to accomplish the job requirements including working irregular hours to attend evening dockets and 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