



Class Code: 2670

CLASS TITLE | ASSISTANT CITY ATTORNEY III - LITIGATION

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

Effective Date : 11/13/2024

PURPOSE OF THE CLASSIFICATION: Under general supervision of City Attorney, or designee, is responsible for providing a wide range of services in handling all aspects of civil litigation including pre-trial and trial of civil cases, interviewing witnesses, written discovery, depositions, preparing and arguing motions and briefs and representing the City in jury and non-jury trials and administrative proceedings; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Represents the City in civil litigation including depositions, hearings, settlement conferences, trials, arbitrations, and appeals in state and federal courts and before administrative agencies
- Represents the City in grievance matters before the Civil Service Commission, and other administrative agencies
- Represents the City in labor matters, including grievance and interest arbitrations and collective bargaining agreement negotiations
- Strategizes application of case facts and laws to achieve favorable outcomes, including study and analyze evidence, interview witnesses, conduct discovery, and take and defend depositions
- Researches legal issues, including research of complex legal problems
- Drafts and review pleadings, motions, briefs, and written discovery
- Prepares reports, correspondence, and documents on legal issues as directed
- Analyzes recent cases and legislation and recommend changes in policies and procedures to meet legal requirements
- Keeps current on state, federal and constitutional laws affecting municipal operations
- Analyzes recent cases and legislation and recommend changes in policies and procedures to meet legal requirements
- Performs special projects and assignments as needed
- Reports 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; **and**,
- (c) Experience in litigation; **and**,
- (d) Experience in municipal issues, employment and labor law, construction disputes, civil rights actions, torts, or administrative proceedings is *preferred*

Knowledge, Abilities and Skills:

Knowledge of:

- Municipal state and federal laws and constitutional provisions affecting municipal operations, including but not limited to elections law; state law/procedures regarding municipal administration, employment and labor law; workman's compensation and unemployment insurance; local government organization; public tort liability law and governmental immunity
- Effective public speaking techniques and best practices
- Good knowledge of judicial procedures and rules of evidence, conduct of hearings in court and administrative proceedings and current methods of legal research, including WESTLAW



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- Good knowledge of administrative law, transactional, municipal code enforcement proceedings, and constitutional law *preferred*

Ability to:

- Analyze and apply legal principles to complex problems
- Understand/interpret laws and regulations and provide well-reasoned legal advice
- Learn and analyze the City charter, ordinance and code provisions
- Communicate effectively both orally and in writing
- Maintain confidentiality
- Work collaboratively and independently
- Distinguish between legal, management, and policy matters
- Work under deadline pressures with little or no immediate supervision
- Perform legal research and operate a personal computer/software to perform word processing, spreadsheet and legal research functions (WESTLAW)
- Serve as a representative of the City of Tulsa, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all 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:

- a) Possession of a valid license to practice law in the State of Oklahoma or the ability to attain an Oklahoma license within six (6) 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