



CITY OF FAIRBANKS

JOB DESCRIPTION

JOB TITLE: Deputy City Attorney
CLASSIFICATION NO: 1111
DEPARTMENT: Legal
STATUS: Salaried/ Exempt/Part-time
POSITION REPORTS TO: City Attorney
UNION: Non-Represented

JOB SUMMARY

Under the direction of the City Attorney, provides a wide range of professional legal services to all City departments, various boards and commissions, the Mayor, and City Council. Primary legal responsibility involves municipal law, general civil law, and misdemeanor and minor offense prosecution. Technical or functional supervision may be provided to clerical staff. All attorneys are subject to appointment and dismissal by the City Attorney.

ESSENTIAL JOB FUNCTIONS

1. Research, interpret, and apply laws, court decisions, ordinances, and other legal sources in advising City officers and employees on legal matters.
2. Perform legal research and prepare opinions on various legal issues for City Council, boards and commissions, and City departments.
3. Prosecute misdemeanors and minor offenses and handle related appeals.
4. Draft ordinances, resolutions, and administrative policies; draft and/or review contracts, deeds, leases, and other legal documents and instruments.
5. Represent the City, its officers, and employees in civil actions in state and federal court.
6. Prepare cases for administrative hearings and represent the City in such hearings.
7. Represent the City in labor negotiations with employee unions.
8. Represent the City in the community and at professional meetings as required.

OTHER FUNCTIONS

1. Investigate claims and complaints by or against the City and recommend action to be taken.
2. Represent the Office of the City Attorney on various committees.

3. Handle Public Safety related criminal motions and defend criminal discovery motions.
4. Act as liaison with the District Attorney on matters of joint interest and with outside counsel on civil matters.

The above examples are representative and are not intended to be inclusive.

KNOWLEDGE, SKILLS, AND ABILITIES

These factors will be the basis for selecting qualified candidates to be interviewed. Candidates hired must satisfactorily demonstrate these factors during a prescribed probationary period:

1. Communicate clearly and concisely, orally and in writing.
2. Work independently, recognize priorities, and meet deadlines.
3. Perform essential functions of position with a minimum of supervision.
4. Conduct research on legal problems and prepare sound legal opinions.
5. Prepare and proofread documents.
6. Read, explain, and interpret forms, rules and policies.
7. Organize, interpret, and apply legal principles and knowledge to legal problems.
8. Prepare and present cases in court.
9. Exercise good judgment - use tact and discretion in dealing with staff and the public.
10. Follow instructions, policies, and procedures.
11. Establish and maintain effective working relationships and work as a team member.

MINIMUM REQUIREMENTS

Persons applying for this position must:

1. Have a Juris Doctor degree from an accredited law school;
2. Be licensed by the Alaska Bar Association to practice in the State of Alaska;
3. Possess a valid Alaska driver's license

Persons applying for this position should preferably:

1. Have three years' experience at a level equivalent to Deputy City Attorney;
2. Have trial experience.
3. Be admitted to practice in the U.S. District Court.

I, _____, have received, reviewed and completely understand the entire contents of this job description.

Signature of Employee

Date

Signature of Supervisor

Date

The City of Fairbanks is an Equal Opportunity Employer.