

**City of Chattanooga  
General Government  
invites applications for the position of:  
Staff Attorney 1**



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**SALARY:** \$65,587.00 - \$103,229.00 Annually

**OPENING DATE:** 02/18/19

**CLOSING DATE:** 03/04/19 04:00 PM

**SUMMARY:**

Incumbents in this classification are responsible for providing legal counsel to applicable City department(s), including the enforcement of applicable procedures, representing the City, City officials or employees in court, hearings, prosecuting violations and/or providing advisement to City officials/administrators on various legal issues relating to local government operations. Duties include conducting legal research, providing legal advice, reviewing and drafting contracts, monitoring status of pending legislation, serving as a liaison and preparing legal documents. Work is performed with general direction, working from broad goals and policies.

**Work Location:** City Attorney's Office, 100 East 11th Street

**Work Hours:** 8:00 AM - 5:00 PM

**NOTE: This is an appointed position. Incumbent employed at the will of the Administrator.**

**EXAMPLES OF DUTIES:**

**ESSENTIAL FUNCTIONS:**

**(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)**

Tracks legal developments to monitor compliance with applicable laws.

Drafts ordinances, amendments, resolutions, contracts, deeds, leases, permits, licenses and other legal instruments.

Provides legal advice to City Council, Department Heads, Boards, Commissions and Committees and City staff; reviews and interprets federal, state, county and city constitutions, charters, statutes, ordinances, rules, regulations, court decisions, laws and other legal entities.

Prepares, reviews and negotiates a variety of legal documents, offerings and requests for information which may include sentence enhancement allegations; plea offers; motions; pleadings; memorandums; immunity agreements; defense claims; fugitive challenges to renditions; writs of habeas corpus; legal opinions; petitions; special actions; briefs; subpoenas;

adoption paperwork; contractual agreements; court coverage instructions; sentencing recommendations; petitions for post-conviction relief and related activities.

Represents the City, its officers and employees in all litigation including preparation of dockets, anticipating defense, presenting evidence, developing case theory, pleadings, briefs, motions, and other documents, preparation and trial of legal matters and handling of appeals; and appears before all Federal and State courts and administrative agencies. Assists in the collection of debts and damages due to the City.

Assists in the enforcement of City ordinances and codes and City traffic regulations; participates in coordinating and facilitating related prosecution activities.

Monitors status of cases for filing of legal papers and payment of civil penalties.

Provides legal counsel to assigned department(s) regarding applicable codes, ordinances, statutes and laws.

Conducts public hearings and coordinates public comment period.

Responds orally and in writing to complaints, public comments and inquiries from the general public.

Reviews Local ordinances, State codes, Federal laws and statutes, and the US Constitution to resolve legal issues.

Prepares correspondence, memos, briefings, management reports and other documents.

Coordinates filing of legal advertisements with County Clerk, newspapers and others.

Serves as a legal advisor to applicable departments; attends department meetings to communicate and obtain information.

Serves as custodian for ordinances, Board minutes, docket files and other legal documents.

Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Juris Doctorate and five (5) years previous experience in a law related area, to include three (3) years minimum litigation experience in Tennessee or Federal Courts.

**LICENSING AND CERTIFICATIONS:**

Must be licensed to practice law in the State of Tennessee and be in good standing; or be scheduled to be admitted through reciprocity to take the Tennessee Bar exam for admission.

**SUPPLEMENTAL INFORMATION:**

**KNOWLEDGE AND SKILLS:**

Knowledge of supervisory principles; applicable federal, state, and local laws, rules, regulations, codes and/or statutes; judicial and quasi-judicial procedures; caseload management techniques; investigative procedures; legal research methods; constitutional and statutory bases for City government and applicable case law; organization, functions and legal limitations on authority of various City departments and enforcement and process problems.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; using computers and related software applications; understanding applicable case law, statutes, Rules of Evidence and criminal procedure; analyzing situations and recommending solutions; formulating and communicating legal advice to clients which is responsive to the clients' needs and oriented to problem resolution; writing clear and effective memoranda, opinions, correspondence and other legal documents; preparing and trying cases before administrative and judicial forums, including appeal; negotiating and mediating; performing legal research; speaking in public; conducting legal analysis; researching case law; writing clear, succinct, effective and persuasive motions and responses to motions; preparing and analyzing cases; trying cases in a court of law; communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**PHYSICAL DEMANDS:**

Positions in this class typically require fingering, grasping, talking, hearing, seeing and repetitive motions.

**WORK ENVIRONMENT:**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

*The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

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**Staff Attorney 1 Supplemental Questionnaire**

- \* 1. How many years of experience do you have as an attorney?
  - One year or less
  - Two to four years
  - Five years or more
- \* 2. Do you have a juris doctorate degree?
  - Yes
  - No
- \* 3. Do you have public sector experience as an attorney?
  - Yes
  - No
- \* 4. Do you have experience managing or implementing projects and policies?

Yes

No

- \* 5. Are you admitted to practice before the Tennessee Supreme Court or able to apply for reciprocity?

Yes

No

- \* 6. If neither of the above apply, are you scheduled to take the Tennessee bar exam for admission?

Yes

No

- \* 7. Have you tried a case in court?

Yes

No

- \* 8. Have you ever tried a Jury Trial?

Yes

No

- \* 9. Do you have any experience working as In-House Counsel?

Yes

No

- \* 10. Are you a currently employed by the City of Chattanooga?

Yes

No

- \* Required Question