



CITY OF FRANKLIN, TENNESSEE
Invites applications for the position of:
ASSISTANT CITY ATTORNEY

Apply on-line at: www.franklintn.gov/jobs

Deadline to apply: **March 1, 2018**

Salary: \$83,776 - \$91,168/year

Purpose of Job

Under general direction, represents the City, its officials, and employees in civil cases. This position is assigned work of greater complexity and potential impact than Staff Attorney I.

Essential Job Duties

Legal representation

- Represents and provides legal advice to the City, City Officials or employees in all aspects of municipal law, including attending meetings of boards and commissions.
- Represents the City in all City Court matters, including the contested case docket and any appeals that arise from City Court.
- Handles litigation brought on behalf of City or brought against City, City Officials, or City employees. Researches, writes, and files pleadings, motions, briefs, and other documents and exhibits. Conducts depositions, trials, and appeals of proceedings in City Court, State and Federal Courts.
- Researches legal issues and prepares legal opinions, memoranda and correspondence.
- Maintains and develops expertise about laws, regulations, and court decisions affecting municipal legal issues.

Document review

- Drafts ordinances, resolutions, leases, contracts, court pleadings, etc., relating to lawsuits and/or other municipal concerns.
- Prepares and reviews discovery related documents.
- Reviews rules, policies, plans, and forms prepared by other City personnel for compliance with applicable laws.
- Prepares and/or reviews contract documents for construction projects and for the purchase, lease, or sale of goods, services and professional services including specifications, bid documents, requests for proposals, requests for qualifications, and contractual agreements.
- Prepares monthly law notes memoranda giving advice on frequently asked issues.
- Prepares demand letters for delinquent accounts, including utilities, hotel-motel tax, and other outstanding City accounts receivable.

Records requests

- Continually monitors changes to Tennessee Public Records Law.
- Reviews records requests for necessary redactions.
- Performs searches of e-mail through electronic discovery program to fulfill open records requests.

Qualifications

Education and Experience: The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through obtaining a Law Degree (J.D.) and three to four years of experience as an attorney handling civil matters, or as a staff attorney in municipal or county government.

Required Certifications/Licenses:

License to practice law in the State of Tennessee

EOE/Drug-Free Workplace