



City of Kansas City, Missouri Job Class Specification

Job Title:	DEPUTY CITY ATTORNEY	Department:	LAW
Job Code:	1629U	Status:	EXEMPT
		Grade:	UNCLASSIFIED

Summary

This is highly responsible administrative and professional work as the Deputy City Attorney, assisting in the planning, design, direction and overall management of the Law Department and serving as Acting City Attorney in the absence of the City Attorney.

Work involves responsibility for the supervision of a wide variety of administrative and legal matters, freeing the City Attorney for higher level administrative duties and high level legal work. Work involves providing direction and supervision to other attorneys on the legal issues they confront. Work also involves the application of sound management practices in the formation, modification, improvement and implementation of Law Department operational policies. The Deputy City Attorney is expected to execute programs fully with almost complete independence and is responsible for the use of considerable initiative and independent judgment within the framework of established policies. Work is reviewed by the City Attorney through conferences, observations and evaluation of reports and results obtained.

Duties and Responsibilities

- Assumes full responsibility for the direction of the Law Department as assigned and during the absence of the City Attorney; directs and coordinates all activities through administrative and technical subordinates.
- Assists the City Attorney in the management of all legal affairs in which the City is involved.
- Assists the City Attorney in preparing and administering the department budget, interviewing prospective employees and in establishing personnel, program and other departmental policies.
- Assists in the formation of long range programs of the Law Department.
- Assists the City Attorney in planning, organizing, directing, supervising and coordinating the activities of attorneys, professional, technical, clerical and other personnel engaged in research and development work.
- Assists the City Attorney in ensuring comprehensive and effective legal services for the City
- Confers with and advises division heads and individual attorneys on problems and projects relating to legal issues, cases, and departmental operations.
- Reviews reports from division heads and alerts the City Attorney of problem areas.
- Represents the Law Department in dealing with other governmental agencies, private firms, and the general public.
- Represents the Law Department before professional and civic organizations concerning the legal issues facing the City.
- Develops directives to departmental officials, either internal or external; coordinates both intra-departmental and inter-departmental operations.
- Performs related duties as required.

Technical Skills

Extensive knowledge of:
The City Charter and ordinances, City processes, regulations, and programs
Federal and state laws, regulations, policies, and programs affecting municipalities.

Education and Experience

Graduation from an accredited law school; experience to be determined by the City Attorney.

Certificates/ Licenses/Special Requirements

- Certificates/ Licenses/Special Requirements: Licensed to practice law in the State of Missouri
- Must pass a background check as prescribed by the City.

Supervisory Responsibility	Supervision is exercised over attorneys and professional, technical and administrative personnel.
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Supervision Received	Work is performed under the general supervision of the City Attorney
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Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created	06/16, 01/2024
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