



City of Kansas City, Missouri Job Class Specification

Job Title:	ASSISTANT CITY ATTORNEY	Department:	LAW
Job Code:	1618	Status:	EXEMPT
		Grade:	EX-5

Summary This position performs professional legal work for the municipal government.

The work involves assisting the City Attorney in providing services for all departments and governing bodies of the city. An employee of this class must be sufficiently qualified to try civil cases and to prosecute municipal ordinance violations and, in addition, must be able to represent the City before various boards and commissions. Work assignments are received from the City Attorney and supervising attorneys, and employees carry assigned work through to completion. Performance is subject to review through periodic conferences with supervising attorneys and the City Attorney.

Duties and Responsibilities

- Performs legal research and prepares legal opinions for municipal departments, boards, or public officials.
- Prepares and drafts municipal ordinances, resolutions, bond provisions, contracts, deeds, and other legal documents.
- May supervise investigative staff or other assistants
- Prepares cases for trial, including tort, civil rights, contract, tax, equity, and eminent domain cases; serves as the trial lawyer for the City before state and federal courts.
- Investigates claims and complaints by or against the City; recommends action and takes such action as is necessary.
- Represents the City Attorney at various board and commission meetings.
- Prosecutes ordinance violations in municipal court and on appeal.
- Performs related work as required.

Technical Skills

Ability to:

Express oneself clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with subordinates and associates, municipal officials, representatives of other agencies, and the general public.

Conduct legal research and prepare sound legal opinions.

Education and Experience

Graduation from an accredited school of law.

Certificates/ Licenses/Special Requirements

Must be admitted to the Missouri Bar within six months of appointment.

Must pass a background check as prescribed by the City.

Supervisory Responsibility	Supervision may be exercised over assigned personnel.
Supervision Received	Work is performed under general supervision.
	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	4/73
Revised	12/77, 10/01, 4/03, 9/06, 1/08, 3/19, 8/2022, 01/2024