

Technical Skills

Thorough knowledge of:
Municipal, state, federal, and common law, and of constitutional law affecting the municipal government.
Municipal ordinances and charter provisions particularly as relating to the authority and functions of municipal departments.
Judicial procedures and rules of evidence.
The methods of legal research.
Established precedents and sources of legal reference applicable to municipal activities.

Ability to:
Prepare and try civil law cases before municipal, state, and federal courts.
Analyze and prepare a wide variety of legal documents.
Supervise the work of professional assistants in the Municipal Court.
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.

Skill in:
Organizing, interpreting, and applying legal principles and knowledge to complex legal problems.

Education and Experience

Graduation from an accredited school of law and five (5) years legal experience as a licensed attorney.

**Certificates/
Licenses/Special
Requirements**

- Must be admitted to the Missouri Bar Association and possess the right to practice in all courts in the State of Missouri.
- 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

12/77

Revised

9/97, 4/03, 9/06, 1/08, 4/16, 8/2022, 09/2025