



City of Kansas City, Missouri Job Class Specification

Job Title:	ASSOCIATE CITY ATTORNEY	Department:	LAW
Job Code:	1619	Status:	EXEMPT
		Grade:	EX-6

Summary

This is advanced professional and work in performing legal services for the municipal government.

Work involves responsibility for assisting the City Attorney in the performance of a wide variety of the more complex professional legal duties which include providing services for all departments and governing bodies of the City. An employee of this class must be sufficiently qualified to try civil cases of greater complexity or involving large sums of money and, in addition, must be able to represent the City Attorney before various governing boards and bodies. Requests for services are received from other municipal departments, city officials, and governing bodies. Work is performed in accordance with general policies and is reviewed by the City Attorney through a review of plans, procedures, and by the results of complex assignments.

Duties and Responsibilities

- Participates in performing the more complex legal research and prepares the more important legal opinions for municipal departments, governing boards, or public officials.
- Prepares and drafts all types of municipal ordinances, resolutions, bond provisions, contracts, deeds, and other legal documents.
- Participates in the preparation of cases for trial, including tort, contract, tax, equity, and eminent domain cases; serves as the trial lawyer for the City before state and federal courts.
- May supervise subordinate legal assistants serving as a prosecuting attorney in the Municipal Court; reviews, prepares, and tries cases both with and without juries.
- Represents the City Attorney at various board and commission meetings and at municipal, state, and federal courts when necessary.
- Acts as legal advisor to a major department, Park Board, Zoning Board, and City Planning Commission; renders informal and formal opinions; prepares, tries, and briefs cases relating to departmental, board and commission activities.
- Performs related duties as required.

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 four (4) years professional experience in legal work, including one (1) year experience in municipal legal work at the level of Assistant City 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