

	THE CITY OF KEY WEST Job Description	Unclassified Position	
		DATE OF REVISION	11/2022
POSITION	City Attorney		
DEPARTMENT	City Attorney's Office	ANNUAL SALARY	Based on experience & qualifications
JOB CODE	20006	GRADE	04C

PHYSICAL LOCATION:

- City Hall – Key West FL

REPORTING RESONSIBILITIES:

- Reports directly to City Commission.

GENERAL FUNCTIONS:

This position directs, coordinates, **advises** and administers all legal matters concerning the City of Key West. Provides legal advice and direction to the entire **City Staff**, City Commission and boards, ~~City Manager,~~ ~~department heads~~ in the best interest of the City. Supervises legal staff.

ESSENTIAL FUNCTIONS (Without Accommodations):

- Able to read, write, speak and understand English in order to communicate with co-workers, City officials and the general public.
- Able to see and hear well enough to perform the duties of this job description.
- Able to work at least forty hour workweek and additional hours as required.
- Computer literate.
- Able to climb stairs.
- Able to use equipment and/or materials as specified in this job description.
- Able to use legal research resources in researching appropriate responses to legal questions.

EQUIPMENT TO BE USED:

- Personal computer equipment with various businesses related software, telephone, copy and fax machine.

ENVIROMENT:

- Air-conditioned office environment, 2nd floor. Requires climbing stairs. Various city buildings.

PHYSICAL REQUIREMENTS:

- Standing 15%
- Reaching 10%
- Climbing 5%

- Using Stairs 5%
- Bending 5%
- Sitting 60%

DUTIES/TASKS/JOBS:

- Performs legal research, advice and direction to City Commission, City Manager, City departments, boards and agencies, consistent with the City Charter, and/or ordinances in the best interest of the City.
- Supervises activities of Assistant City Attorneys and department administrative staff.
- Serves as legal advisor in the resolution of complex legal matters.
- Investigates claims and complaints by or against City government, recommends action to be taken.
- Represents City in civil litigation, court actions and before quasi-judicial or administrative agencies of government.
- Participates ~~Attends~~ in City Commission and advisory board meetings.
- ~~Provides~~
- Explain and interpret City Charter/Ordinance/Code questions to the City Commission, City Manager, City Departments and boards consistent with the City Charter and/or ordinances ~~general public~~.
- Prepares and drafts or reviews, revises and approves contracts, deeds, pleadings, agreements and other legal documents for various City departments in the best interest of the entire City.
- Advise the City staff and Commission, ~~its departments and its directors~~ on day-to-day legal matters.
- Perform other legal services for the City as directed by the City Commission or requested by staff.
- Responsible for department budget.
- Effectively, collaboratively and respectfully work with every department to support our community needs.
- Reviews documents prepared by staff, revises same; reviews work of outside counsel and directs same.
- Drafts and/or approves City contracts.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE/ SKILLS/ ABILITIES/ QUALIFICATIONS:

- Knowledge of City Code and Charter.
- Knowledge of judicial and administrative procedures and rules of evidence.
- Knowledge of established precedents and sources of legal reference applicable to municipal activities.
- Knowledge in preparing civil law cases.
- Knowledge in analyzing and preparing a variety of legal documents, researching legal problems and in preparing legal opinions.
- Ability to express ideas clearly and concisely, both orally and in writing, in an effective and comfortable manner with elected City officials, co-workers and the general public.
- Ability to establish and maintain effective and respectful working relationships with the general public, co-workers, elected and appointed officials and members of diverse backgrounds.
- Must possess J.D. from an accredited law school.
- Member of Florida Bar.
- Must possess license/certification to practice law in the State of Florida.
- Must be admitted to practice or obtain certification within twelve months of hire in front of the United States District Court for the Southern District of Florida, and the 11th Circuit Court of Appeals.
- Demonstrated successful litigation experience.
- Ten or more years minimum of prior related work experience.

Periodically duties, equipment, material and/or job setting(s), other than those listed, are required and will be considered as part of the regular job while in effect.

The listing of tasks is in no way to be considered a complete listing of all possible tasks, nor is the requirement for an ability or skill a guarantee that the ability or skill is going to be used.

I, _____, have read this job description and hereby agree with the above noted "Acknowledgments" and, if hired, that I can perform these and related duties as assigned. I further affirm that I understand this job description may be amended periodically, as is the right of the City.

Applicant Signature

Date

**THE CITY OF KEY WEST IS AN EQUAL OPPORTUNITY,
AFFIRMATIVE ACTION, VETERANS PREFERENCE EMPLOYER
& A DRUG-FREE WORKPLACE**

Apply at:

**City Hall - Human Resources Office
1300 White Street
Key West FL 33040
Telephone: (305) 809-3714
Fax: (305) 809-3719**

Johnston
Weekley
Wardlow
Lopez
Kaufman
Hoover
Davila
Ramsingh