

City of Rapid City Job Description

Job Title	City Attorney		
Job Code:	CATT	Bargaining Unit:	Non-Union
Pay Grade:	See Wage Scale	Date Revised:	5/30/2023
FLSA Status:	Exempt		

General Summary: This position is responsible for providing legal advice on municipal issues to the Mayor, Council and City Staff.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Provides legal advice, verbally and in writing, to the Mayor, City Council, Department Directors and staff on legal matters involving the City.
- Assists with the development and implementation of programs and procedures to carry out activities of the City, and drafts proposals, rules and regulations.
- Prepares and presents City cases at hearings, trials and other legal proceedings.
- Prepares reviews and maintains City contracts, legal reports, records and correspondence.
- Reviews and signs all municipal bond issues.
- Handles real estate transactions for the City.
- Acts as chief labor negotiator for the City.

Qualifications:

Education and/or Experience:

Juris Doctor degree (J.D.) or equivalent and four years related experience in public law. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

Admission to South Dakota Bar and all courts in the State of South Dakota.

Other Skills/Abilities: To successfully perform the essential duties and responsibilities, the incumbent must possess:

- Ability to analyze legal documents and instruments, to prepare legal opinions and draft legal documents.
- Demonstrated knowledge of federal, state and city laws and ordinances, of principles, procedures and methods of legal research, of judicial procedures, and of the legislative process.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed indoors in an office where noise and interruptions often occur.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.