

City of Rapid City Job Description

Job Title	Deputy City Attorney		
Job Code:	DCAT	Bargaining Unit:	Non-Union
Pay Grade:	See Wage Scale	Date Revised:	6/26/2023
FLSA Status:	Exempt		

General Summary: This position is responsible for providing legal advice, counseling to, and representing of City government, elected officials, officers, and employees. Work is distinguished from that of the Assistant City Attorney by a broader area of assignment and responsibilities, including acting for the City Attorney in his/her absence, supervising general office staff, overseeing transactional matters, and other duties as assigned.

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 assistance and guidance to the Mayor, City Council and other City officials.
- Prepares, reviews, and interprets ordinances, resolutions, contracts, bid requirements, and other legal documents.
- Analyzes complex issues and situations and evaluate the City's potential liability and/or its enforcement authority.
- Counsels elected officials, officers, and employees on recommended courses of legal action.
- Litigates claims by or against the City; defend the suits against City personnel which arise out of their employment with the City; prepare cases for trial examining law and evidence and represent the City at trial.
- Acts as legal advisor to departments negotiating various contracts, including labor contracts, on behalf of the City.
- Confers directly with the public, press, and City officers and employees explaining City ordinances, City and state licenses and permits, rights of parties, trial results, various rights of trial and appeal, and responses to complaints.
- Attends briefings and meetings with and advise the City Council, various boards and commissions, and other City officials on questions of law and legal issues; act as legal facilitator of various citizen groups.
- Performs other such duties and functions as are necessary or incidental to the proper performance of this position.

Qualifications:

Education and/or Experience:

Juris Doctor (J.D.) from an accredited law school and a minimum of five years' experience in municipal law with at least two years' experience in the City Attorney's office. A combination of education and experience deemed appropriate to fulfill the role and responsibilities of this position will be considered.

Certificates, Licenses, Registrations:

Must possess current admission to the South Dakota Bar. Consideration will be given to applicants eligible for admission on motion, or applicant's intending to sit for the next available bar examination.

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.

The noise level in the work environment is usually moderate.

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.