City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Assistant City Attorney I, II</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>AAT1, AAT2</td>
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<tr>
<td>Pay Grade:</td>
<td>NU23, NU24</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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</tbody>
</table>

**General Summary:** This position is responsible for providing legal advice to elected officials and city staff, and for providing information on municipal legal issues to public.

**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.*

**Assistant City Attorney I:**

- Investigates and prepares cases and acts as prosecutor against individuals and businesses that violate municipal ordinances; represents the City in City ordinance violation cases in Magistrate Court, in appeals from the Magistrate Division to Circuit Court, and in civil cases in Circuit Court representing the City or its administrative boards.
- Provides legal assistance and guidance to the City Council and other City officials and staff.
- Prepares, reviews, and interprets ordinances, resolutions, state laws, and other legal documents for the City, its decision-makers, City staff, and the public.
- Advises the City Council and other City officials and staff by interpreting and providing legal opinions on code enforcement, including building, electrical, mechanical, fire, zoning, and property maintenance codes, state and federal laws, other City ordinances, and specialized documents.
- Confers directly with the public, press, City department directors, and other City 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.
- Litigates claims by or against the City arising from civil rights actions, property damage, and personal injury claims; defends the suits against City personnel which arise out of their employment with the City; prepares cases for trial, examining law and evidence, and represents the City at trial.
- Attends briefings and meetings with and advise the City Council; various City boards, committees, and commissions; and other City officials and employees on questions of law and legal issues.
- Performs various transactional legal services including, but not limited to, drafting, reviewing, and/or approving easements, deeds, contracts, agreements, ordinances and resolutions, or amendments thereto. Act as legal advisor to departments negotiating various contracts, except labor contracts, on behalf of the City.
- Develops and conducts training presentations for City officials and employees communicating legal guidance and/or statutory or ordinance requirements on a variety of topics.
- Assigns tasks and reviews draft and final legal documents.
- Performs other such duties and functions as are necessary or incidental to the proper performance of this position.
**Assistant City Attorney II:**

- Assists in negotiations of union contracts and subsequent administration of these contracts.
- Supervises the City Attorney’s Office in absence of City Attorney and Deputy City Attorney.
- Assists outside counsel in representation of the City.
- Performs all Assistant City Attorney I duties.

**Qualifications:**

**Education and/or Experience:**

**Assistant City Attorney I:** Juris Doctor (J.D.).

**Assistant City Attorney II:** Juris Doctor (J.D.) and four (4) years of related experience in the practice of law, preferably in public sector law or regulatory compliance, or any such combination of education, experience, and training as may be acceptable to the hiring authority.

**Certificates, Licenses, Registrations:**
Admitted to practice law in the State of South Dakota and in good standing to the South Dakota Bar Association. Consideration will be given to applicants eligible for admission on motion or applicants intending to sit for the next available bar examination.

**Knowledge, Skills, and Abilities:**

- Knowledge of common law; local, state, and federal laws; and constitutional provisions affecting City operation including the ability to apply knowledge to varied legal problems.
- Knowledge of civil and criminal procedure and rules of evidence.
- Skill in preparation and trial of cases.
- Ability to establish and maintain effective working relationships with the general public, coworkers, elected and appointed officials, and members of diverse populations.
- Skill and ability to function tactfully and effectively in confrontational situations with the general public, elected officials, parties and institutions charged with discrimination, and lawyers representing both respondents and charging parties.
- Ability to plan, organize, and conduct investigations.
- Must have mobility and ability to perform field duties in various locations throughout the city.

**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.