



Job Description

Job Title:	Assistant City Attorney I	Department:	Attorney
Date Issue:	January 30, 2015	Reports To:	City Attorney
Classification:	Exempt	Wage:	Salary Grade 10

Position Summary

Performs professional legal work, represents the City in legal proceedings, and conducts the City's legal business and related work, as required.

Essential Duties & Responsibilities

- 1.* Prosecute all ordinance violation cases, including but not limited to: traffic, housing, building, and fire code violations.
- 2.* Provide legal advice to Mayor, Aldermen, City officials, and Department Heads.
- 3.* Draft ordinances and other legal instruments as may be required by the City.
- 4.* Render legal opinions to City officials.
- 5.* Represent the City at administrative hearings held by state agencies, including but not limited to: Department of Transportation; Department of Industry, Labor and Human Relations; and Department of Health and Social Services.
- 6.* Prosecute and defend actions involving the City of Sheboygan, except cases where the claim is covered by liability insurance.
- 7.* Assist in sale/acquisition of real property, including eminent domain proceedings.
- 8.* Attend Common Council and other governmental meetings.
- 9.* Write correspondence and perform general office work on matters pertaining to the City.
- 10.* Perform related work as assigned.

*Essential Functions

Qualification Requirements:

1. Knowledge of general legal principles and familiarity with municipal corporate law.
2. Knowledge of circuit and appellate court procedures and rules of evidence.
3. Knowledge of administrative law, practice and procedure.

4. Ability to understand and interpret constitutional provisions, statutes, administrative regulations, and legal precedents.
5. Ability to analyze statutory and case law and provide legal advice based upon such analysis.
6. Ability to draft legal documents and records.
7. Ability to perform legal research and draft opinions, briefs and memoranda.
8. Possess a valid Wisconsin Motor Vehicle Operator's license.

Education and/or Experience

Admission to the bar in the State of Wisconsin or eligibility for admission

Pre-employment Requirement

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.