

CORPORATION COUNSEL

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for serving as the Chief Attorney for the City of Auburn. The incumbent is responsible for working as chief legal counsel to the Mayor, City Council, City Manager, and the City's various departments, boards and commissions and represents the City in all legal matters by and against the City. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares all legal documents such as contracts, deeds, leases, mortgages and other various documents and reviews same;

Drafts and prepares all local laws, ordinances and amendments;

Attends all council meetings and meetings of the City's various boards and commissions;

Serves as chief negotiator for labor contracts with the City's unions;

Prosecutes all violations of municipal code, in particular zoning, building, housing, fire and dog control;

Represents the City in labor and employment matters including employee discipline;

Represents the City in all litigation matters including, but not limited to, negligence, police liability, tax foreclosure and certiorari, Article 78 proceedings, arbitrations and appellate practice;

Performs such other professional services as required by the City.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of common law and local law and State and Federal laws relating to municipalities;

Thorough knowledge of civil court procedures and of the rules of evidence;

Thorough knowledge of the general workings and activities of City government;

Good knowledge of employee contract negotiation practices and procedures;

Ability to prepare drafts of legal instruments;

Ability to interpret laws, rules, regulations and court decisions;

Demonstrated ability in legal research, drafting of legal opinions, memoranda, preparing
of pleadings, drafting of local laws and ordinances;

Ability to analyze and apply legal principles, facts and precedents to legal problems;

Ability to establish and maintain effective working relations with others;

Ability to communicate clearly and concisely both orally and in writing;

Honesty;

Integrity;

Ethical conduct in the practice of law;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

This position is in the exempt class. The minimum qualifications are to be determined by the appointing authority at the time of appointment.