

ASSISTANT TOWN ATTORNEY

Position Code: 3901

WC Code: 8820

FLSA Status: Exempt

Pay Grade: 364

Location: Town Attorney's Office

Approval Date: 2019

General Statement of Duties

Performs complex professional work in the rendering of legal services to the Town; does related work as required. Work is performed under the regular supervision of the Town Attorney.

Distinguishing Features of the Class

An employee in this class is responsible for assisting the Town Attorney in areas as assigned. Performs research and prepares opinions of various legal questions proposed by Town departments; drafts ordinances and resolutions, may explain the foregoing to the Town Board and answers questions relating thereto; attends meetings of the Planning Board, Board of Adjustment, and other Town Boards and Commissions as necessary and renders immediate legal advice when necessary; renders legal advice to Town Department heads; Represents the Town in state and federal courts on legal matters including, but not limited to, tort defense, personnel law, eminent domain, enforcement of Town ordinances and collections work; coordinate with outside counsel in conjunction with the Town Attorney; drafts contracts, deeds, ordinances, resolutions, policies, leases, releases, franchises and other legal documents on behalf of the Town; assists in preparation of the departmental budget and the overseeing of expenditures; supervises Legal Department staff and attends Town Board meetings in Town Attorney's absence; drafts legal documents as necessary; performs related tasks as required.

Thorough knowledge of the local government law, employment law, land use and zoning law, torts, contracts, constitutional law, civil rights, administrative process, and real property; general knowledge of both substantive and procedural criminal law; thorough knowledge of local, state and federal laws and court decisions affecting municipalities; knowledge of legal office procedures, practices and methods; ability to communicate complex ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with Town officials, court officials, members of the bar, and the general public; ability to prepare and render legal opinions and handle litigation; proficiency with computers including legal and office software; ability to handle trial and appellate litigation as needed.

Duties and Responsibilities

Provides legal advice and assistance to the Town Board and Town employees.

Reviews and drafts various documents including reports, correspondence, contracts, and real estate documents.

Performs title searches.

Performs legal research, particularly using electronic research services such as LexisNexis or WestLaw.

Performs research for other departments in such areas as zoning, planning, finance, human resources, purchasing, and public safety.

Drafts and reviews ordinances and related legislation.

Develops and organizes factual and legal information necessary for the proper handling of matters involving the Town Attorney's Office and the Board of Commissioners.

Responds to requests pertaining to the North Carolina open records laws.

Responds to media inquiries, both oral and written, and on-camera interviews.

Performs administrative duties including typing documents, answering phones, and scheduling meetings.

Performs related duties as requested.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

Knowledge of relevant legal terminology.

Knowledge of legal research and investigation methodology.

Working knowledge of relevant zoning terminology.

Working knowledge of local government structure and operations, particularly the council-manager form of government.

Considerable knowledge of office automation equipment and software including word processing, data base management, presentations and spreadsheets; specifically, Microsoft Office Suite.

Considerable knowledge and ability to use correct grammar, vocabulary, and spelling.

Ability to read and analyze legal documents such as contracts, deeds, claims, and opinions.

Ability to work independently on responsible and confidential assignments.

Ability to be tactful and courteous.

Ability to gather and compile materials from a variety of sources.

Ability to prepare records, reports, and documents.

Ability to express ideas effectively orally and in writing.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, talking and hearing.

Must be able to perform sedentary work exerting up to 20 pounds of force occasionally; and/or a negligible amount of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data, extensive reading, and visual inspections to determine accuracy, neatness and thoroughness of work assigned.

Minimum Education and Experience

Graduation from an ABA accredited law school and a minimum of three (3) years of experience as a practicing attorney, with at least one year in the practice of local government law. Special consideration for experience in land use law. Must be currently licensed to practice law in the State of North Carolina and be in good standing with the State Bar of North Carolina.

Special Requirements

Licensed, and in good standing with the NC State Bar, to practice law in the State of North Carolina.

Possession of a valid North Carolina driver's license.