



Associate City Attorney #01915

City of Virginia Beach – Job Description

Date of Last Revision: 03-02-2016

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 20

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Perform legal duties for the city.

Representative Work Functions and Responsibilities

Prepare, research, and present litigation in General District Court and Circuit Court; provide assistance to senior staff attorneys in complicated litigation in the appellate courts; represent the City at administrative hearings before state and federal agencies and arbitration panels; prosecute misdemeanor appeals; and negotiate positions and recommended settlements prior to and during complicated litigation affecting the interest of the city after consultation with senior staff attorney.

Draft and review contracts, deeds, ordinances, and other legal documents; and assist in the preparation of proposed legislation to be submitted to the state legislature.

Assist department personnel with matters involving potential legal ramifications which may arise in their departments; and take responsibility for all operational decisions which are based upon such legal assistance.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on their current workloads and department needs.

Performance Standards

Effectively handle the prosecution of technical and complex misdemeanor appeals, civil litigation in Circuit Court and appeals to Virginia Supreme Court, including necessary research, witness interviews, negotiations with plaintiff and defense counsel, preparation of jury instructions and presentation of cases at trial; effectively prepare all types of legal documents, contracts, agreements, legal memoranda and briefs; effectively provide legal counseling to assigned departments, boards, commissions and agencies; uses tact and discretion in order to establish effective relationships with other judicial agencies, witnesses, law enforcement agencies assigned city departments, boards, commissions, agencies, outside law firms and the public at large; maintain accurate files, adequately documenting in writing all actions, providing sufficient justification to support recommendations and actions.

Minimum Qualifications

Active membership in good standing in the Virginia State Bar; eligibility to practice law in the State of Virginia and admitted to practice before the Supreme Court of Virginia and the Federal District Court.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of modern principles, practices, procedures, and substance of local, state, and federal law.
2. Knowledge of organizational procedures and legal responsibilities of the various departments and divisions of the city government.

B. Skills

1. Skill in researching various complicated legal problems and in preparing legal opinions.
2. Skill in analyzing and preparing various legal documents.
3. Skill in working effectively with certain department heads and other personnel in sensitive areas.

C. Abilities

1. Ability to communicate and express ideas effectively both orally and in writing.
2. Ability to exercise discretion while making decisions with respect to controversial legal issues.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires active work that involves walking or standing most of the time and involves exerting up to 20 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

May use advanced analytical and theoretical methods in the analysis, or interpretation of abstract work of a legal nature, and may formulate new techniques or recommendations; may make decisions which impact both the organization and local government law; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*
The job requires normal visual acuity, and field of vision, hearing and speaking.

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