



City of Charles Town
Job Description

Job Title: City Attorney
Pay Range: Grade 11

Position Summary:

The City Attorney serves as the chief legal advisor to the City and is responsible for providing legal services to the City Council, the City Manager, all departments, employees, and City boards and commissions. Responsibilities include planning, staffing, and supervising the legal service needs of the City. The City Attorney represents the City in all legal proceedings; is responsible for the preparation and presentation of cases; renders legal opinions; prepares contracts, ordinances, resolutions, and leases; and assists in drafting proposed legislation for enactment by the state legislature on matters of interest to the City. The City Attorney defends the City in cases filed in county, state, and federal courts; manages the hiring and work of outside attorneys retained to provide legal services to the City; and represents the City in all cases filed in Municipal Court. Work is performed with independence in accordance with accepted practices. This class is responsible for performing related duties as required.

Distinguishing Features: This classification has been designated as an at-will position. The City Attorney receives general direction from the City Manager who reviews work through conferences and results achieved.

Essential Duties and Tasks:

- Advises city officials on a wide range of city business, ranging from nuisances to tax law to municipal annexations.
- Attends various board, commission, and City Council meetings to advise on legal problems and questions.
- Advises the city's legislative body (city council) on the legality of proposed actions and assists in the drafting of city ordinances and resolutions.
- Advises city leadership on legal matters that may impact the city and representing it in court.

- Well-versed in state law governing the creation and operation of municipal governments.
- Knows the law related to human resources, open meetings, open records, contracts, taxes, criminal records, and FOIA's.
- Handles civil lawsuits, and acting as general counsel, advising the city's departments, ranging from prosecuting misdemeanors and civil claims against the city.
- Advises the City on legislative matters of the State and how the city should position itself on specific bills that are introduced.
- Works effectively with legal specialists engaged by the City for the preparation and trial of unusually complex and important cases in which the City may be involved.
- Prepares legal opinions, court papers, contracts, ordinances, resolutions, deeds, leases, and other legal documents with clearly organized thoughts using proper sentence construction, punctuation, and grammar.

Knowledge and Abilities:

Knowledge of: federal and state laws affecting city governments; City ordinances, particularly those relating to the authority and functions of City departments; the established precedents and sources of legal reference applicable to City activities; legal principles and practices; the principles, practices, and methods of employee supervision, training, and evaluation; and the methods of legal research.

Ability to: attend legislative sessions, in order to represent and promote the interests of the City before committees and representatives; establish and maintain effective working relationships with subordinates, other City employees, other public officials, and the general public; and communicate effectively in oral and written form.

Qualifications

Minimum Qualifications Required. Graduation from a school of law accredited by the American Bar Association with a Juris Doctor Degree. Five plus years of experience in the practice of law, including 3 years of experience representing a public entity and 1 year of experience supervising a professional staff.

Special Requirements. Active membership in the West Virginia State Bar Association at the time of application.

Preferred/Desirable Qualifications. Experience in municipal law is preferred. All employees of the City of Charles Town are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.