

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Associate City Attorney</b>	Department:	Law
Requisition Number:	2022173		
Hours:	8:00 am to 5:00 pm, may vary	Rate of Pay:	\$89,088.40 to \$100,000.00 Annually
Date Posted Up:	4/19/22	Date Posted Down:	Until Filled
Time Up:	8:00 am	Time Down:	

**SUMMARY**

Working under the supervision of the City Attorney, the incumbent is responsible for providing the City of Fort Wayne with legal representation and legal counsel in all matters affecting the City of Fort Wayne. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Studies, interprets and applies laws, court decisions, ordinances and other sources in advising officials of the City in legal matters;
- Organizes, interprets and applies legal principles and knowledge to complex legal problems;
- Analyzes narrative and statistical data to make recommendations regarding legal issues affecting the City;
- Provides legal opinions and advice;
- Attends meetings and gives advice on legal questions that arise including advice as to alternative legal and administrative approaches to solve matters that come before the City of Fort Wayne;
- Assists various departments and staff in developing strategies and negotiating contract settlements as required;
- Advises on legal aspects associated with Human Resources, Labor Relations, Risk Management, Benefits proceedings;
- Exercises initiative and independent judgment;
- Prepares or assists in the preparation of ordinances, resolutions, other legal documents, and approves the form of such instruments;
- Reviews information to keep informed of proposed state and federal legislation that may affect the City of Fort Wayne;
- Assists in the preparation of pre-deprivation hearings, arbitrations and any other litigation pertaining to the City of Fort Wayne;
- Must have knowledge of legal principles and their application to Indiana Code, municipal ordinances and constitutional law, the organization, powers and limitations of governmental functions and officials with particular emphasis on municipalities;
- Handles litigation and research assignments;
- Prepares and advises on contracts, ordinances, complaints, motions, briefs, resolutions and other legal documents;
- Participates in depositions and hearings;

- Represents City departments, agencies, officials and employees in Court and before the Common Council, and various Boards and Commissions;
- Litigates municipal code violations;
- Answers legal questions, e.g., interpreting federal, state and local laws, ordinances and court decisions.

**PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent’s responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

- Juris Doctorate degree or equivalent from an accredited law school and license to practice law in Indiana;
- Three years of experience as a practicing attorney performing high level legal work preferred.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY**

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Must be a member of the State Bar of Indiana and qualified to practice before County and Municipal Courts in the State of Indiana;
- Valid Indiana Driver's License if City vehicle is used.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The incumbent is required to read and use a computer. The incumbent may be called upon to make site visits to assist in understanding contract requirements to assist in negotiation. Incumbent may be required to use long distance vision to generally understand the dimension and condition of property to be acquired.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

## **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.