**City Attorney Job Description Template**

[Insert company name here] is an established and successful law firm specializing in [insert key areas of focus here]

We’re looking for a City Attorney to act as legal counsel for the city, city council, city manager and departments, boards, and commissions of the city. Functions as assistant director of the department and as a municipal court prosecutor.

### Roles & Responsibilities

Responsibilities include, but are not limited to:

* Renders oral and written legal opinions
* Prepares and reviews contracts and legal agreements
* Prepares ordinances and resolutions, providing legal review and approval
* Prosecutes cases in municipal court as assigned. Answers inquiries and complaints regarding municipal court matters
* Performs complaint intake screening for City Code violations from enforcement personnel
* Prepares real estate documents and identifies problems and solutions in real estate transactions
* Reviews state and federal legislation, judicial decisions, and administrative decisions affecting municipal operations
* Receives questions and complaints from the public and resolves as appropriate

### About you

* Expertise in municipal or government-related law and other public interest topics
* Ability to first-chair complex litigation in state and federal court
* Demonstrated effective and independent litigation skills
* Ability to effectively represent elected and high-profile clients in prominent matters
* Demonstrated proficiency in research, writing, and communication skills
* Effectively complete complex assignments independently and a wide variety of tasks simultaneously
* Comfort with novel legal issues and emerging areas of law
* Ability to show commitment to equity, inclusion and diversity in alignment with the [insert location here] social justice initiative.

### What you’ll get in return

The firm offers a generous benefits package along with compensation based on experience level and client orientation.

* Competitive compensation based on experience
* Medical insurance plan
* Dental insurance plan
* Vision insurance plan
* Contribution to life insurance plan
* 401k profit sharing
* Parking reimbursement
* Social, charity, and wellness events

To apply for the role or have a confidential discussion, contact us on [insert recruiter email address] or [insert recruiter phone number]