

**CITY SOLICITOR
CLASS SPECIFICATION**

CLASS TITLE: CITY SOLICITOR
DEPARTMENT: CITY SOLICITOR'S OFFICE
REPORTS TO: CITY MANAGER

JOB CODE: 6030
DATE: 2/08

JOB SUMMARY:

Provides legal services to city departments and the City Council. Oversees the staff involved in municipal law and prosecution.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Provides legal representation for the City of Concord in all legal proceedings to which the city is a party.

Advises the City Council, City Manager, department heads, and other city personnel on legality of proposed actions.

Provides legal advice to the City Council during meetings.

Reviews and prepares contracts, bids and proposals, ordinances, and deeds and easements.

Issues legal opinions at the request of the City Council.

Monitors defense of city by outside legal counsel.

Supervises, reviews, and monitors the performance of the City Prosecutor's Office; reviews and makes performance recommendations.

Supervises, assigns duties, and reviews the work of department personnel.

Serves on the Board of Revision of Assessment.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Juris Doctorate; and six years legal experience; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

Member of the State Bar Association
First Circuit Court of Appeals Bar (desirable)

Federal District Court Bar (desirable)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Local government legislative process.

State and federal laws relating to local government operations.

Methods and techniques of legal research and information research, analysis, and report presentation.

Principles, practices, and procedures of litigation.

Skill In:

Using tact, discretion, initiative, and independent judgment within established guidelines.

Researching, compiling, and summarizing a variety of information, data, and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks and to understand, interpret, and communicate complicated policies, procedures, and protocols.

Preparing clear and concise reports, correspondence, and other written materials.

Selecting and motivating staff and providing for their training and professional development.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Mental and Physical Abilities to:

Communicate clearly and effectively, both orally and in writing.

Independently assimilate facts and draw sound conclusions.

Speak effectively before public groups and respond to questions.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Write reports, correspondence, and procedure manuals.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

Perform duties while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

Working conditions:

Work is performed in an office.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.