

# CITY OF WATERTOWN POSITION DESCRIPTION

---

This job description has been prepared to assist in the evaluation of various classes of responsibilities, skills, and working conditions. It indicates the kinds of tasks and levels of work difficulty generally required of positions given this job. The principle duties and responsibilities enumerated are all essential functions except for supplemental duties and responsibilities. Supplemental duties are described beginning with the word "May." This job description is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees. Nothing contained herein is intended or shall be construed to create or constitute a contract of employment between any employee or group of employees and the City. The City retains and reserves any and all rights to change, modify, amend, add to, or delete from any section of this description as it deems, in its judgment, to be proper.

**DATE:** May 31, 2024

**Title:** Assistant City Attorney  
**Pay Grade:**

**Department:** City Attorney's Office

**FLSA:** Exempt

## **General Summary:**

The position of Assistant City Attorney involves entry-level professional legal work in the preparation and prosecution of cases in municipal court and less frequently, circuit court. This position may involve diverse legal activities including civil litigation, appellate work, general law practice, ordinance drafting, and legal advice to city departments (consistent with the needs of the organization). Work is performed with varying degrees of independence as employee gains necessary proficiencies. Work assignments, in addition to the prosecutorial assignment, are assigned as employee gains necessary proficiencies, and there is an opportunity to be exposed to, and learn, a variety of areas of municipal practice.

## **Reporting Responsibility:**

The Assistant City Attorney is under the direct supervision of the City Attorney.

## **Specific Accountabilities:**

The duties of the Assistant City Attorney include, but are not limited to the following:

1. Conduct bench trials and jury trials prosecuting a wide variety of traffic violations, including Operating While Intoxicated, and general ordinance violations (e.g., building, fire and health codes, disorderly conduct, etc.).
2. Negotiate cases and plea agreements; prepare and present motions, pleadings, briefs, and agreements in court; interview witnesses, Police Officers, victims, and others.
3. Conduct legal research using computer and internet sources along with paper sources as needed for prosecution and other legal work.
4. Present legal research conclusions in concise and convincing fashion.
5. File and respond to appeals as appropriate.
6. Maintain case files.
7. Perform all other professional legal work as may be required.

As proficiencies develop this position may be responsible to:

1. Provide ongoing (and Ad Hoc) legal support to city boards, commission and departments as assigned. Advise city departments on legal obligations and litigation, to include specific claims and liabilities.
2. Plan and conduct civil litigation on the City's behalf. Prepare, review, and file all necessary legal papers on a timely basis for prosecution and other civil litigation.
3. Draft ordinances, resolutions, contracts, conveyances, reports and opinions, and other legal documents as required. Participate in the full spectrum of City Attorney's office functions as required.
4. Perform related work as assigned.

### **Knowledge, Skills and Abilities:**

Graduation from an accredited law school and possess a law license to practice in the State of Wisconsin, must possess a valid Wisconsin Driver's License. Equivalent combinations of education and experience may be considered. Must be licensed or become qualified to practice in both the Eastern and Western District Courts for the State of Wisconsin. Must be able to successfully complete a background check, and/or interview process.

1. Excellent communication and organizational skills.
2. Ability to effectively communicate thoughts and ideas verbally and in writing to a diverse audience whether the diversity be based on sex, ethnicity, regional background, or socioeconomic background.
3. Ability to use standard office software, court software, database software and operate a computer.
4. The ability to search, read, and understand regulations, ordinances, and municipal law, other related fields.
5. Ability to perform accurate legal research.
6. Ability to organize and prioritize tasks to effectively manage the workload.
7. Ability to prepare legal documents in a variety of areas related to municipal law.
8. Ability to understand, to follow and effectively carry out complex instructions, and to work independently.
9. Problem solving skills and ability to think creatively within the confines of the law.
10. Ability to multi-task, establish priorities, meet multiple deadlines, and adapt to changing situations.
11. Ability to work under pressure calmly and effectively.
12. Ability to maintain confidentiality and protect information in compliance with applicable rules and regulations.
13. Physical Requirements.
  1. Continuously requires vision.
  2. Occasional exertion of up to 20 pounds.
  3. Work frequently sitting.
  4. Work occasionally standing, walking, stooping, kneeling, crouching, and lifting.
  5. Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the American with Disabilities Act of 1990 (as amended).