

Assistant City Attorney Closes Friday 11/01/2024 11:59pm

Organization: City of Pensacola

Department: Office of the City Attorney

Address: 222 W. Main St. Pensacola, FL 32502

Pay Range: \$94,016-\$155,126.40 annually dependent on knowledge and experience

This executive position is exempt from Veteran's Preference according to FL Statute 110.205 (2) (j)

Apply on City of Pensacola jobs website Assistant City Attorney Application Link:

<https://www.governmentjobs.com/careers/pensacola/jobs/4691346/assistant-city-attorney?pagetype=jobOpportunitiesJobs>

This is professional work in the area of legal representation and advocacy. An employee in this class serves under the direction of the City Attorney and performs a variety of legal duties supporting the Office of the City Attorney, Mayor's Office, City Council and City Departments. This position primarily focuses on advising Pensacola Police and Fire Departments' administration. This employee has the opportunity to utilize their knowledge and experience in a meaningful way through their representation of the City while being actively involved with their local community.

Minimum Qualifications:

- Graduation from an accredited school of law with a juris doctorate (J.D.) degree; and
 - Licensed to practice law in the State of Florida and membership in good standing with The Florida Bar; and
 - Minimum of 5 years of experience practicing law.
- Or
- Combination of education, training, and/or work experience equal to or greater than the requirements listed above as determined by Human Resources.

Necessary Special Requirements:

- Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

Examples of Work:

- Reviews cases and claims against Pensacola Police Department and Pensacola Fire Department.
- Researches and makes recommendations on legal questions referred by Pensacola Police Department administration and Pensacola Fire Department administration.

- Provides legal advice to all City sworn personnel.
- Responds to any field situation concerning the use of deadly force by or against any City personnel which results in death or great bodily harm/injury, or any other on- or off- duty vehicle accidents involving police and fire personnel operating department vehicles which result in death or serious injury.
- Monitors and advises administration of current court decisions and legislation affecting the operations, practices and policies of Pensacola Police Department and Pensacola Fire Department.
- Attends hearings on matters related to property and evidence issues.
- Reviews potential forfeitures, prepares necessary court documents, and litigates forfeiture cases or supervises such litigation as necessary.
- Provides legal guidance to issues specific to Internal Affairs investigations.
- Performs legal research and prepares legal opinions.
- Reviews policies and internal processes for assigned departments to ensure compliance with the law.
- Negotiates, drafts and reviews contracts on behalf of the City.
- Works with and manages outside counsel in relation to assigned City departments.
- Represents the City's interests in all cases in state and federal courts, including appellate courts.
- Represents the City at various board and commission meetings.
- Drafts and revises ordinances, resolutions, memoranda and correspondence.
- Attends City Council meetings with the City Attorney or in the City Attorney's absence.
- Assists City departments in formulating and implementing policies and procedures in accordance with applicable law.
- Prepares and conducts training for City personnel on various legal topics in relation to assigned departments.
- Assists and oversees responses to complex or difficult public records requests.
- Makes decisions in accordance with applicable laws, rules, regulations and policies.
- Represents City departments as assigned by the City Attorney.
- Performs other job duties and special tasks as assigned by the City Attorney.

Knowledge, Skills and Abilities:

- Experience performing thorough and persuasive legal research and writing.
- Experience drafting legal bulletins and memoranda.
- Ability to efficiently work and communicate as part of a team.
- Ability to advise a variety of persons and City departments on legal matters.
- Ability to communicate effectively, both orally and in writing, with the judiciary, other lawyers, elected officials, City staff and citizens.
- Ability to organize and prioritize work for timely completion.
- Ability to establish and maintain effective working relationships with co-workers, elected officials and members of the public.
- Ability to think strategically to prioritize and integrate short-term and long-term goals.

Benefits:

- Full time position with a set schedule to promote work-life balance.
- 20 hours of paid time off (PTO) earned at the end of each month that roll over each year, up to 600 hours.
- 80 hours of PTO upon start date.
- 40 hours annually of retention leave that accrue each year up to a 250 hour cap if you are employed at least 120 days prior to January 1st of each subsequent year.
- 13 paid holidays: New Year's Day, Martin Luther King Jr.'s Birthday, President's Day, Good Friday, Memorial Day, Juneteenth, Fourth of July, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Day, and the day after Christmas.
- 2 additional paid personal holidays every year starting in January.
 - Prorated for new employees depending on start date: January-March = 2, April-September = 1, October-December = 0
- 1 additional paid day of leave every 5-year interval of service (Anniversary Day).
- Florida Retirement System Pension or Investment Plan.
- Deferred compensation retirement savings plans (optional).
- \$25,000 life insurance coverage at no additional cost (extra coverage at affordable rates).
- Paid parental leave: After 1 year of employment, for birth or adoption of a child, employee uses 1 week of their PTO and then the City provides 4 additional weeks of paid leave to the employee.
- Optional affordable health benefits: health, vision, and dental insurance.
- Free employee clinic for minor illness and injuries (located at City Hall).
- Free family health center clinic: If enrolled in City health insurance plan, no co-pay for appointments to employee and dependents.