



TOWN OF SURFSIDE ASSISTANT TOWN ATTORNEY

DEPARTMENT: LEGAL

EXEMPT

GENERAL DESCRIPTION:

Performs a variety of complex professional and administrative work in a typical office setting, in assisting the Town Attorney in developing, planning, organizing, overseeing, and managing the department including providing effective legal counsel and representation in all general matters affecting the Town.

ESSENTIAL JOB FUNCTIONS:

1. Preparation, review, and drafts ordinances, resolutions, proposed legislation and other legal documents assigned by the Town Attorney.
2. Assists various Town department heads, Town Manager, and Town Attorney with the preparation and review of agreements, contracts, and other documents, as assigned by the Town Attorney.
3. Advises Town officials and staff on legal questions arising in the course of carrying out their duties, including proper legal interpretation of statutes, case law, ordinances and other regulations as assigned by the Town Attorney.
4. Conducts legal research and rendering legal opinions for Town departments and agencies as assigned by the Town Attorney.
5. Assists in the preparation of Commission Agenda items.
6. Assists Town Attorney in trial preparation, trials, appeals and administrative proceedings.
7. Handles legal matters as assigned by the Town Attorney, including, but not limited to, litigation and appeals.
8. Attends meetings of Town Boards and Committees to provide legal counsel, as assigned by the Town Attorney.
9. Renders legal advice to Town Boards, Town administration, department heads and employees concerning Town, County, State and Federal Laws as assigned by the Town Attorney.
10. Keeps the Town Attorney fully apprised of pertinent information or changes in the law that affect the Mayor, Commissioners, Town, Residents and Administration.
11. Attends meetings and conferences; attends Town Commission and staff meeting as required.
12. Represents the Town Attorney to the public on pertinent matters as assigned by the Town Attorney.
13. Under the direction of the Town Attorney, supervises and coordinates assignments of legal interns.
14. Performs related duties as required.

(These essential functions are not a complete statement of all duties required of the job. Employees will be required to perform such other related job duties as may be assigned or required.)

MINIMUM QUALIFICATIONS:**Knowledge, Abilities, and Skills:**

- Knowledge of the methods, policies and procedures of the Office of the Town Attorney.-
- Knowledge of pertinent law and how to apply it.
- Knowledge of local governmental law, and matters pertaining to the duties of an attorney for a local governmental agency.
- Knowledge of Federal, State, and Town laws.
- Ability to coordinate with and provide other departments with both formal and informal legal opinions and policy.
- Ability to react quickly under the dynamics of the community and Boards.
- Knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Thorough knowledge of the organization of the Town and of related departments and agencies.
- Ability to comprehend, interpret and apply regulations, procedures and related information.
- Knowledge of legal terminology, documents and procedures as applicable in the Town Attorney's Office.
- Knowledge of civil procedures.
- Ability to prepare a variety of legal documents.
- Knowledge of proper English usage, vocabulary, punctuation and spelling; has knowledge of basic mathematics.
- Skilled in applying a responsible attention to detail as necessary in preparing legal documents, reports and correspondence.
- Ability to read and interpret various materials pertaining to the responsibilities of the job.
- Ability to take the initiative to complete the duties of the position without the need of direct supervision.
- Ability to use independent judgment in performing routine and non-routine tasks.
- Ability to plan, organize and prioritize daily assignments and work activities.
- Ability to learn and utilize new skills and information to improve job performance and efficiency.
- Ability to perform duties in a courteous manner and with the utmost integrity in the best interest of the public.
- Ability to work under stressful conditions as required.
- Ability to react calmly and quickly in emergency situations.

EDUCATION AND EXPERIENCE:

Graduation from an accredited law school with a Juris Doctor degree (J.D.) or equivalent required. Member of the Florida Bar required. Experience, interest and skills in Florida Local Government Law desired.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to communicate both orally and in writing.

ENVIRONMENTAL CONDITIONS:

Works primarily inside in an office environment.

(Reasonable accommodations will be in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

Revision History: New 7/31/13

This job description does not constitute an employment agreement between the Town of Surfside and the employee. It is used as a guide for personnel actions and is subject to change by the Town as the needs of the Town and requirements of the job change.

Approved:

Town Attorney's Signature:

A handwritten signature in blue ink that reads "Paul Miller". The signature is written over a horizontal line.

Town Manager's Signature:

A handwritten signature in blue ink that reads "Michael Crotty". The signature is written over a horizontal line.