

**TITLE:** City Attorney

**ACCOUNTABLE TO:** City Manager

**PRIMARY OBJECTIVE OF POSITION:**

Under the general direction of the City Manager, the City Attorney serves as legal counsel for the City of Lewistown and provides comprehensive legal services to the City Manager, City Commission, and all City departments. The City Attorney also serves as City Prosecutor and represents the City in civil litigation, administrative proceedings, and other legal matters in a timely manner.

**ESSENTIAL JOB FUNCTIONS:**

The following duties are typical of this position and are not intended to include all duties performed.

- Advises the City Manager, City Commission, department heads, and employees on legal matters affecting City operations.
- Reviews City ordinances, resolutions, policies, procedures, agreements, and other documents for legal sufficiency and compliance.
- Drafts ordinances, resolutions, contracts, legal opinions, and other documents for consideration or approval by the City Commission.
- Prepares formal written opinions on significant legal matters requiring interpretation of federal, state, or local law.
- Works proactively with department heads to identify and reduce legal exposure involving personnel matters, contracts, and City programs and services.
- Investigates or directs the investigation of cases involving the City.
- Prosecutes misdemeanor offenses and municipal ordinance violations in Municipal Court.
- Represents the City in civil litigation involving labor and employment matters, contract claims, land use actions, civil rights, discrimination claims, negligence actions, and other legal disputes.
- Represents the City before courts, boards, commissions, and county, state, and federal administrative agencies.
- Performs other duties consistent with the responsibilities of the position.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Requires thorough knowledge of Montana law governing local government and municipal operations, legal research methods, court procedures, trial practices, and rules of evidence. Must be able to analyze complex legal issues, conduct litigation on behalf of the City, and clearly communicate legal advice verbally and in writing. The position requires sound judgment, confidentiality, effective organization, and the ability to manage sensitive matters, competing priorities, and deadlines. Must also establish and maintain productive working relationships with elected officials, City management, employees, public agencies, legal professionals, and the public.

## **SUPERVISION—RESPONSIBILITY FOR WORK OF OTHERS:**

This position generally has no direct supervisory responsibility but may coordinate with contracted attorneys, investigators, or other individuals assisting with City legal matters.

## **WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Work is generally performed in an office, courtroom, or public meeting environment. The position requires the ability to sit, stand, walk, bend, twist, reach, kneel, lift and carry materials weighing up to 25 pounds, and perform similar movements. The employee must be able to operate a computer, office equipment, and a motor vehicle; communicate effectively in person, in court, and by telephone; and read and prepare legal documents, instructions, and reports.

Regular working hours are typically 8:00 a.m. to 5:00 p.m., Monday through Friday. However, occasional evening work, after-hours calls, court appearances, emergency assistance, and attendance at City Commission meetings are required.

## **EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- Juris Doctor degree from an accredited law school.
- Admission to practice law in the State of Montana and active membership in good standing with the State Bar of Montana.
- Five years of professional experience as a licensed attorney is preferred.
- Experience in municipal law, local government, prosecution, and civil or trial litigation is preferred.
- Must possess or obtain a valid Montana driver's license.