

**EMPLOYMENT OPPORTUNITY**

Job Title	Assistant City Attorney
Department	Legal Department
Posting Date	January 8, 2021
Closing Date for Resumes/Applications	Open Until Filled
Salary Range	\$93,358.56 - \$121,366.13
Comprehensive, Cost Effective Benefits Package:	Medical, Dental, Voluntary Vision, Life and Disability Insurance; FSA; HSA; Retirement and Deferred Compensation programs; Paid Vacation; Paid Holidays; Employee Assistance Programs and Educational Benefits.
Exempt/Non-exempt	Exempt
Status	Full Time

The City of Saint Charles Human Resources Department is currently recruiting for the position of Assistant City Attorney for the Legal Department. The purpose of this position is to assist the City Attorney in representing the City in all legal matters; advise the City Council, duly constituted committees, boards and commissions, the Mayor and City employees; draft or review Council bills, resolutions and contracts; and assist in municipal court prosecution.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Drafts legal documents such as conveyances, leases, deeds, hold-harmless agreements, releases, resolutions, ordinances, contracts and pleadings and interprets same. Drafts correspondence and a variety of administrative documents.
- Assists in advising and representing the Mayor, City Council and duly constituted boards, committees, City utilities and other City government groups. Assists advising City elected and appointed personnel regarding City personnel matters.
- Interprets Ordinances, common law, administrative rules and State and Federal statutes and regulations.
- Represents City in municipal, State and Federal courts, and in State and Federal agencies as directed.
- Prepares and provides legal counsel for public works bids, contracts and agreements, licenses, permits.
- Negotiates for land purchases, easements, right-of-way for streets, utility projects, parks and other public works.
- Coordinates and directs legal aspects of annexation process.
- Maintains knowledge of municipal and areas of the law required to represent and advise the City.
- Prosecutes municipal ordinance violators, small claims, etc., as assigned by the City Attorney.
- Trains City staff, board and commission members regarding administrative procedures.

Minimum Training and Experience Required to Perform Essential Job Functions

- Juris Doctor degree, minimum of four years legal experience in public sector or municipal law, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.
- License to practice law in Missouri is required.

How to Apply

Online employment applications can be accessed on our City Website: www.stcharlescitemo.gov