

# Job Description

**Human Resource Use Only**

**Position Number:**  
**Step/Grade**  
**Effective Date: 01/2016**

## POSITION IDENTIFICATION

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**Position Title:** Staff Attorney  
**Division:** City Attorney  
**Status:** Part time Exempt  
**Normal Workweek:** Monday through Friday, hours to be set upon hire

## SUPERVISORY RELATIONSHIPS

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**Reports to:** City Attorney  
**Directly Supervises:** Paralegal in absence of City Attorney

## POSITION PURPOSE

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Provides legal services for the City of Manitowoc. The Staff Attorney is responsible for advising City officials and representing the City in legal matters under the direction and supervision of the City Attorney.

## ESSENTIAL DUTIES

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- Responsible for prosecution of City ordinance violations in Municipal and Circuit Court;
- Performs collections work for Manitowoc Public Utilities as assigned by City Attorney;
- Drafts pleadings, documents and briefs relating to litigation in which the City is involved;
- Renders legal opinions to the Mayor, Common Council, and City departments;
- Assists in administration and investigation of municipal liability claims;
- Acts as parliamentarian at Common Council meetings in City Attorney's absence;
- Explains City laws and policies to the public and to civic groups;
- Assists in the preparation of funding applications for state and federal grants;
- Assists City Attorney in preparation of departmental budget requests;
- Provide annual legal update to the Manitowoc Police Department.

## OTHER DUTIES

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Attends other meetings and performs others duties as required.

## MINIMUM POSITION QUALIFICATIONS

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**Education:** An LLB or JD from an ABA-accredited law school.

**Experience:** 0 to 3 years of experience required. A successful candidate will have experience prosecuting or defending ordinance or criminal violations.

**Certifications/Licenses:** Possession of a license to practice law in State of Wisconsin. Federal Court admission preferred but not required.

## **Other Requirements:**

### **KNOWLEDGE, SKILLS, & ABILITIES**

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Ability to analyze legal problems and present findings in a clear and concise manner; ability to effectively represent the City in Municipal and Circuit Court prosecution; ability to accept a wide variety of responsibilities. Possesses the ability to concisely present legal facts, arguments, briefs, and communications orally and in writing; ability to advise and provide interpretation to others on how to apply policies, procedures, and standards to specific situations, ability to communicate effectively with the City Attorney, City department heads, City employees, Mayor, Common Council members and the general public. Maintains the ability to add, subtract, multiply and divide and the ability to apply mathematical functions to specific numbers and data to retrieve valid and logical results.

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### **BACKGROUND CHECKS- Condition of Employment**

### **PHYSICAL DEMANDS**

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The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Manual Dexterity:** While performing the duties of this job, the employee is regularly required to coordinate hands, eyes, feet and limbs in performing semi-skilled movements such as operation of a computer keyboard, telephone, calculator, and dictation equipment.

**Physical Effort:** The employee is occasionally required to exert light to medium physical effort in sedentary and light to medium work involving lifting, carrying, pushing, walking, standing, reaching with hands and arms, climbing, balancing, stooping, kneeling, crouching or crawling. The employee must occasionally lift and/or move 25 pounds. Specific vision abilities required include close vision, distant vision and ability to adjust focus.

**Working Conditions:** The noise level in the work environment is moderately quiet. The work environment is normally indoors with controlled climate conditions. Occasionally the employee may be required to be outdoors for a short period of time, and therefore subject to varying weather conditions, for purposes of accomplishing the essential functions of this job.

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This position description has been prepared to define the general duties of the position, provide examples of work and to detail the required knowledge, skills and abilities as well as the acceptable experience and training for the position. The description is not intended to limit or modify the right of any supervisor to assign, direct, and control the duties of employees under supervision. The City of Manitowoc retains and reserves any and all rights to change, modify, amend, add to or delete from any portion of this description in its sole judgment.

This job description is not a contract for employment.

The City of Manitowoc is an equal opportunity employer, in compliance with the Americans with Disabilities Act. The City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.