

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 20-03 **Post Dates:** 7/05/19 – Until filled

Classification Title: City Attorney

Salary Range: \$72,800 - \$116,800

Location: Perry City Hall

Term of Appointment: Regular/Full-time

Probationary Period: 12 months

GENERAL NATURE OF WORK:

Position provides legal advice to Mayor, Council and City staff. Represents the City in legal matters. Coordinates legal activities. Supervises assigned staff.

EXAMPLES OF TASKS:

- Attend all meetings of the City Council and provide responses/research as requested.
- Provide legal research for City Manager and department head requests.
- Coordinate legal services with contracted attorneys.
- Prepare/monitor responses to legal requests.
- Represent the City in legal court/hearing procedures.
- Prepare ordinances as needed.
- Coordinate real estate acquisitions.
- Represent the City's response to regulatory bodies as needed.
- Provide legal advice to Council authorities, boards and commissions as needed.
- Monitor, evaluate and train assigned staff.
- Represents the City's position in the Municipal Court of the City of Perry.
- Review contracts to protect the City's interests.

WORK ENVIRONMENT:

- Primarily office, some outside travel, appearances in court, and night meetings.

SUPERVISORY AND MANAGEMENT RESPONSIBILITIES:

- Supervise, monitor, train and evaluate assigned assistant city attorneys, legal staff and others as assigned. Monitor certified legal services for Municipal Court's prosecuting attorneys.

MINIMUM QUALIFICATIONS:

- Possess and maintain a current membership in the legal bar of Georgia.
- Ability to effectively communicate in oral and written business English.
- Experience with local government issues.

This position requires pre-employment and post-accident drug screening.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER
AND A CERTIFIED DRUG FREE WORKPLACE**