

GRADE: 13 E

POSITION TITLE: ATTORNEY
BUREAU: BOARD OF POLICE COMMISSIONERS
DIVISION: LEGAL

REPORTS TO: SECRETARY to the BOARD & GENERAL COUNSEL
SUPERVISES: NONE

POSITION SUMMARY: Perform moderately complex duties with a variety of related tasks to provide legal representation and counsel to the Department and prepare and complete court cases. Prepares and examines contacts, Provides legal advice to the Department, prepares resolutions and forms, participates in legal actions, responsible for foreseeing and protecting the Department against legal risks.

FUNCTIONS OF THE JOB:

Essential Functions:

1. Performs legal research.
2. Prepares briefs, pleadings, and other legal documents.
3. Reads and reviews legal documents of all types.
4. Attends depositions.
5. Represents the Department before various boards and commissions, and in state and federal court.
6. Answers legal questions from other Department divisions.
7. Appear formally in court conferences, motions and trials.
8. Prepares and answers written discovery.
9. Investigates factual issues in legal matters.
10. Interviews Department employees, fact and expert witnesses.
11. Obtains information from other agencies and court files.
12. Teaching legally-relevant classes at the Academy which pertain to legal issues.
13. Assist General Counsel with review of internal policies and procedures.
14. Assist General Counsel with analysis of and drafting of legislation.
15. Perform other similar or related tasks as assigned or requested.

Marginal Functions: None Identified

Physical/Visual Activities of Demands: Physical/Visual activities or demands that are commonly associated with the performance of the functions of this job.

1. Standing, walking, sitting, talking hearing.
2. Clarity of vision at 20 inches or less with the ability to bring objects into sharp focus.

Environmental/Atmospheric Conditions: Environmental and atmospheric conditions commonly associated with the performance of this job.

Normal office conditions

POSITION QUALIFICATION REQUIREMENTS:

Knowledge:

Juris Doctor Degree required Candidates in the top 25% of their class preferred.

Experience.

Minimum of 2 to 5 years of full time experience, including actual trial experience. Demonstrated experience in various legal areas including but not limited criminal, administrative, open records, employment and litigation.

SKILLS AND ABILITIES: that may be representative but not inclusive of those commonly associated with this position.

1. Ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework.
2. Ability to implement decisions based on such data, and overseeing the execution of these decisions.
3. Requires the ability to apply principles of negotiation within the context of legal guidelines.
4. Ability to utilize reference, descriptive, consulting, design and advisory data and information such as legal briefs and opinions, statutes and ordinances, contracts and legal research material.
5. Ability to perform addition, subtraction, multiplication, and division; ability to calculate percentages and decimals and may use basic algebra.
6. Ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments.
7. Ability to deal with several concrete and abstract variables in working out approaches to major problems.
8. Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Machines, Tools, Equipment and Work Aides that may be representative but not all inclusive of those commonly associated with this position.

Personal computer, Printer, Facsimile Machine, Telephone, Copy Machine, Dictation Equipment.

License(s)/Certification(s) required: Attorney’s License for the State of Missouri

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk that denotes linkage only to marginal function(s)

Original Evaluation	Revised by	Revised by	Revised by	Revised by
MG: 7/06	MG: 11/08			