

City of Minot

Staff Attorney

The City of Minot is now accepting applications for **Staff Attorney** in the City Attorney Department. The annual salary range for this position is \$67,990 - \$100,931. *Additional details regarding the Annual Pay Plan including salary increase structure and any applicable promotional ladder advancement structure is available*

Nature of Work: This is responsible, technical professional work involving the application of legal principles and rendering legal support, advice and guidance to the City Council and all of the departments of the City including Minot Municipal Court. *Please see attached job description for complete details.*

Minimum Requirements: Qualified applicants will be a graduate of an accredited law school with a qualification to practice before the courts and to participate in all activities requiring membership in the State Bar of North Dakota. Qualified applications will possess a license to practice law in North Dakota as well as a valid North Dakota Driver License.

A [City of Minot Application for Employment](#) must be submitted to the Human Resources office in order to be considered for this position.

Contact Information: Apply today at www.minotnd.org/jobs or at the Human Resources Office, City Hall, 515 2nd Ave SW. - Phone: (701) 857-4756 – email: hr@minotnd.org

Application Deadline: 4:00 PM on Friday, March 3rd, 2023

Benefits Include but Are Not Limited To: Blue Cross Blue Shield of ND Health, Dental, and Vision Insurance – NDCERS Pension Plan - Annual Leave - Sick Leave, 10 City Paid Holidays – Employer Paid Life Insurance – Employer Paid Disability Benefits – Flexible Spending Plans- Employee Assistance Program- Tuition Reimbursement. *Complete benefits information available upon request.*

EEO/By Order of the Minot Civil Service Commission



Staff Attorney I

FLSA STATUS: Exempt

NATURE OF WORK

This is responsible, technical administrative and professional work in completing technical and legal duties of a general or complex nature, involving the application of legal principles and rendering legal support, advice and guidance to the City Council and all of the departments of the City including Minot Municipal Court. Work is performed under the general direction of the City Attorney; the Staff Attorney I will report to the Assistant City Attorney.

ESSENTIAL FUNCTIONS OF WORK (May not include all of the duties performed.)

Assists in drafting municipal ordinances, amendments, resolutions, procedures, rules and regulations.

Conducts investigations to determine statutory and ordinance compliance.

Confers with and advises agency officials on legal or administrative matters.

Assists the City Attorney and Assistant City Attorney as legal advisor to City Council, committees, and city officials; conducts legal research work, drafts documents and opinions, and presents conclusions and recommendations for review.

Assists in providing for full time prosecution of cases involving violations of municipal ordinances and established a firm, consistent process in the trial function which will be an adjunct to effective law enforcement.

Provides legal advice and services to municipal court, or other City department heads, and for collection action against persons damaging City property.

Initiates appropriate legal action to preserve the City's property and interests.

Assists in providing or managing defense for the City in all claims.

Prepares and provides legal opinions as requested.

Answers questions from the public regarding activities of the City.

REQUIREMENTS OF WORK

Knowledge of common law and of state and federal statutes.

Knowledge of case law as it relates to municipal administrative and regulatory functions.

Knowledge of the legal methods, ethical practices and procedures necessary for the practice of law in North Dakota.

Knowledge of effective practices and methods of communicating with the public.

Knowledge of criminal law and procedure.

Ability to communicate complex ideas effectively, both orally and in writing.

STAFF ATTORNEY I (continued)

Ability to establish and maintain effective working relationships with employees, elected and appointed officials, with the media and the general public.

Ability to operate a motor vehicle.

Ability to operate a computer and other office equipment.

Ability to sit for long periods of time.

DESIRED MINIMUM TRAINING AND EXPERIENCE

Graduate of an accredited law school and qualification to practice before the courts and to participate in all activities requiring membership in the State Bar of North Dakota.

NECESSARY SPECIAL REQUIREMENTS

Possession of a license to practice law in North Dakota

Possession of a valid North Dakota driver's license.

PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.