



# ASSISTANT CITY ATTORNEY

The City of Bismarck is accepting applications for the position of Assistant City Attorney



The City of Bismarck is seeking an Assistant City Attorney in the City Attorney's Office. This position provides legal services to the City of Bismarck, including the prosecution of ordinance violations.

## Position Description:

This position provides legal services to the City of Bismarck;

- Prepares cases for prosecution in municipal court; reviews legal issues and witnesses
- Reviews police reports and makes decisions with regards to criminal charges; reviews motor vehicle accident reports for criminal and non-criminal traffic violations
- Prepares cases for jury trial in district court, including motion briefs, discovery, witness selection, expert determinations, and appeals
- Coordinates the review of evidence
- Conducts legal research
- Assists municipal court with legal issues, including arraignments, court trials, ordinances, and criminal rights issues
- Works with court clerks on issues related to warrants, restitution, parking matters, etc.
- Drafts a variety of legal documents
- Assists in the drafting of municipal ordinances, amendments, resolutions, procedures, rules, and regulations
- Responds to questions from the public regarding city ordinances, rules, regulations and other issues
- Answers legal questions from city departments
- Makes decisions on property damage claims

## Position Qualifications:

- Graduation from an accredited school of law.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience.
- Current membership in the State Bar of North Dakota or eligible to be admitted.

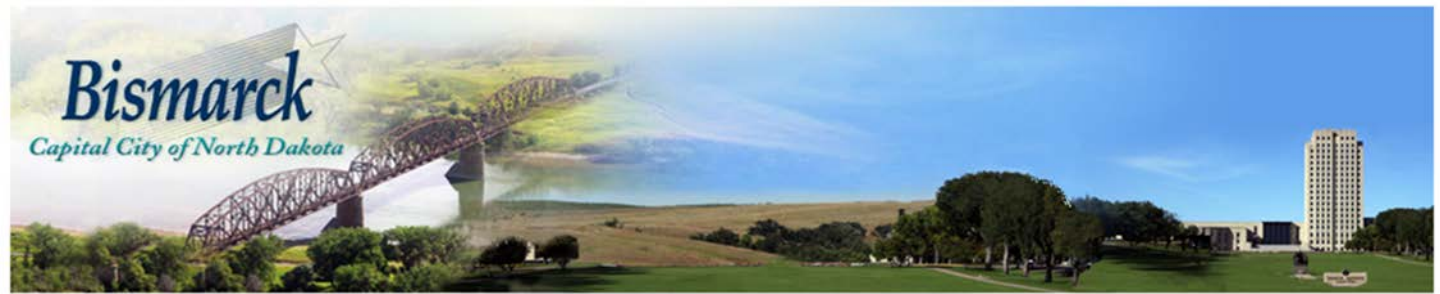
## Miscellaneous:

Must be legally authorized to work in the United States. No sponsorships considered. Subject to pre-employment drug testing and background checks.

## Compensation:

**Hiring Pay Range:** \$64,190.87-\$116,506.43 DOE

**Closing Date:** August 9, 2020



## Our Community

Bismarck is a safe and growing community with great schools, a stable economy, a vibrant downtown, many housing choices and an energetic, increasingly youthful citizenry who cares about their growing city. Bismarck uses its resources in a way that creates an environment that attracts and retains talent. With a wealth of fun and interesting things to do, Bismarck offers a satisfying quality of life and four seasons offer plenty to those who value active lifestyles and outdoor amenities.



## Benefit Program

EMPLOYER PAID	EMPLOYEE PAID
Health Insurance - 100% employer paid	Dental Insurance
Life Insurance - \$30,000 policy for employee	Vision Insurance
Workers compensation	Voluntary Life Insurance for employee and dependents
Unemployment compensation	Flexible Spending Account
Employee Assistance Program	457 Deferred Compensation plan
Long Term Disability	Short Term Disability, Accident, Cancer, and Life Insurance Options
Defined Benefit Pension Plan	Employee Assistance Program

## Additional Benefits

Annual Leave • Sick Leave • Wellness Program • Tuition Reimbursement  
• 10 paid Holidays per year

For details and to apply online: [www.bismarcknd.gov/jobs](http://www.bismarcknd.gov/jobs)

For more information: Breann Schauer at 701.355.1337 or  
[bschauer@bismarcknd.gov](mailto:bschauer@bismarcknd.gov)

An Equal Opportunity Employer

