

# ASSISTANT CITY ATTORNEY

Recruitment #1604-0405-001

**List Type** Original

**Requesting Department** CITY ATTORNEY

**Open Date** 5/25/2016

**Filing Deadline** 6/22/2016 11:59:00 PM

**HR Analyst** Lindsey O'Connor

## Introduction

### *What Milwaukee can offer YOU*

Located on the western shore of Lake Michigan, Milwaukee is an urban hub bursting with energy. Milwaukee provides a casual sophistication – big city appeal without the big-city hassles. We are accessible and affordable, and our residents are welcoming. Milwaukee has evolved through the years, bringing together its unsurpassed old world charm with a breathtaking Art Museum, top-flight arts and cultural attractions, professional sports, lakefront festivals, recreational opportunities and great restaurants.

The City of Milwaukee offers a collaborative, positive work environment where each employee contributes to making the city the best place possible to live and work. The City offers a comprehensive benefits package, including a top rated pension plan, health and dental benefits, paid time off including vacation, 11 holidays and sick leave accrual, and much more.

## Purpose

Assistant City Attorney positions are under the civil service system and have been designated a special expert class. The selection process for this position is governed by state statutes and civil service rules that apply to civil service positions in general and special expert classes in particular.

To perform professional legal services for the City of Milwaukee by acting in matters relating to legal work and protecting the interests of the City of Milwaukee.

## Essential Functions

- Handle litigation as assigned.
- Prosecute violations of offenses against City ordinances.
- Perform legal services for the City.
- Represent the City in court and before administrative agencies.
- Interpret laws, rulings and regulations for clients.
- Prepare legal briefs, opinions, resolutions and ordinances.
- Handle appeals in state and federal courts of appeal.
- Draft legal documents.
- Advise departments, committees, boards and commissions on legal matters.

**Assistant City Attorney (City Attorney's Office)**

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*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.*

**Minimum Requirements**

1. Graduation from a law school accredited by the American Bar Association. *Applicants graduating and/or being admitted to the state bar in 2016 are encouraged to apply.*

IMPORTANT NOTE: Transcripts are required and must be received by the application period closing date. College transcripts should be attached to your online application. Applications without transcripts attached will be considered incomplete and will be rejected. Student copies are acceptable.

2. Licensed to practice law in the State of Wisconsin **at time of appointment.**

**Desirable Qualifications**

Professional legal experience in one or more of the following areas:

- Municipal finance
- Municipal employment and labor relations
- Litigation
- Real estate and economic development
- Municipal debt collection

**Knowledges, Skills, Abilities & Other Characteristics**

- General knowledge of laws, court procedures, precedents, and government regulations
- Ability to handle all types of litigation and legal problems confronting the City of Milwaukee
- Ability to understand and interpret complex written materials
- Exceptional oral communications skills
- Exceptional writing skills
- Exceptional interpersonal skills, including negotiation and persuasion skills
- Planning and organizing skills
- Complex analysis and problem solving skills
- Ability to work independently
- Familiar with computerized research

**Current Salary**

THE CURRENT SALARY RANGES for Assistant City Attorney at Levels I, II and II are as follows:

**Annual Salary Ranges**

	<b>Resident</b>	<b>Non-Resident</b>
<b>Assistant City Attorney I (PG2IX):</b>	\$58,462-\$81,844	\$57,028-\$79,836
<b>Assistant City Attorney II (PG2KX):</b>	\$66,435-\$93,010	\$64,805-\$90,728
<b>Assistant City Attorney III (PG2MX):</b>	\$75,478-\$105,669	\$73,627-\$103,077

**The Assistant City Attorney is a long-term, career position with phenomenal promotional opportunities including a current maximum salary of \$131,024.**

The Assistant City Attorney is part of a career ladder which can be found on the city's website (click [here](#)). Recruitment is at any rate in the pay range at the discretion of the City Attorney and based on qualifications and experience.

### **Selection Process**

The selection process will be job related and will consist of one or more of the following: education and experience evaluation; written, oral, or performance tests, or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to oral and performance examinations. Oral examinations may include written exercises. Selection process component weights will be determined by further analysis of the job.

**INITIAL FILING DATE** - The examination will be held as soon as practical after **June 22, 2016**. Receipt of applications may be discontinued at any time after this date without prior notice. However, recruitment may continue until the needs of the City have been met. Qualified applicants will be notified of the date, time, and place of the examination. Unless otherwise required by law, the City of Milwaukee will not provide alternative test administration. The applicant is responsible for attending all phases of the job selection process at the time and place designated by the City of Milwaukee.

NOTE: The City's residency requirement set forth in City Charter 5-02 is under litigation. Even though the City is legally able to enforce the current residency requirements based on a recent Wisconsin Court of Appeals decision, the City has agreed to continue to suspend enforcement of the ordinance until the Wisconsin Supreme Court issues a final decision. If the Wisconsin Supreme Court affirms the Court of Appeals decision, the City intends to fully enforce the residency requirement for all employees. Consequently, employees who disregard the requirements of the ordinance do so at their own risk. Applicants for City of Milwaukee positions should understand the City's commitment to its residency requirement. During this period of uncertainty it is important to take that into account when submitting an application and more importantly when deciding to accept an employment offer. Please contact (414) 286-3751 if you have questions regarding your individual circumstances as part of the application and/or selection process.

### **Additional Information**

#### **APPLICATION INSTRUCTIONS**

- APPLICATIONS and further information may be accessed by visiting [www.jobaps.com/MIL](http://www.jobaps.com/MIL).
- Applications and transcripts should be submitted no later than the deadline listed above.
- If you would like assistance completing an application, please contact the Department of Employee Relations at (414) 286-3751 or [staffinginfo@milwaukee.gov](mailto:staffinginfo@milwaukee.gov).
- The Department of Employee Relations is located in City Hall, 200 E Wells St, Room 706, Milwaukee, WI 53202.

Applicants must provide a writing sample not to exceed 25 pages no later than the deadline listed above. Writing samples should be emailed to Lindsey O'Connor, [loconn@milwaukee.gov](mailto:loconn@milwaukee.gov).