

## ASSISTANT CITY ATTORNEY I, II & III

Recruitment #2103-0400-001

<b>List Type</b>	Original
<b>Requesting Department</b>	CITY ATTORNEY
<b>Open Date</b>	4/20/2021 5:00:00 PM
<b>Filing Deadline</b>	5/11/2021 11:59:00 PM
<b>HR Analyst</b>	Jeff Harvey

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### INTRODUCTION

*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 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. The department may fill positions at the Assistant City Attorney I, II or III level, based upon candidate qualifications and the nature of the assignment.

**Candidates will be placed on the highest level list for which they qualify.**

*The City of Milwaukee is proud to employ a diverse workforce that is committed to providing exemplary service to the City's residents. If you have a passion for being a part of an inclusive team of public servants, please consider the following opportunity.*

### PURPOSE

An Assistant City Attorney performs 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

Litigation:

- Represent the City in court and before administrative agencies.

- Handle any and all litigation in any court of this state and in connection with the City's action.
- Conduct litigation assigned.
- Handle appeals in state and federal courts of appeal.
- Prosecute violations of offenses against City ordinances.

Advisory and Administrative:

- Interpret laws, rulings and regulations for clients.
- Prepare opinions, resolutions and ordinances.
- Draft and review legal documents.
- Advise departments, committees, boards and commissions on legal matters.
- Negotiate on behalf of the City and its departments.

*We welcome qualified individuals with disabilities who are interested in employment and will make reasonable accommodations during the hiring process 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**

### **Assistant City Attorney I**

1. Graduation from a law school accredited by the American Bar Association. Applicants graduating and/or being admitted to the state bar in 2021 are encouraged to apply, but will not be considered for hire until the minimum requirements are met.
2. Licensed to practice law in the State of Wisconsin at time of appointment.

### **Assistant City Attorney II**

1. Graduation from a law school accredited by the American Bar Association.
2. Licensed to practice law in the State of Wisconsin at time of appointment.
3. Three years of experience practicing law.

### **Assistant City Attorney III**

1. Graduation from a law school accredited by the American Bar Association.
2. Licensed to practice law in the State of Wisconsin at time of appointment.
3. Five years of experience practicing law.

**IMPORTANT NOTE:** To receive credit for college, 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. Your transcript must be legible and include the following information: the university or college name, your name, the degree completed (if applicable) and the date the degree was completed. Student copies are acceptable.

**\*\*Note:** Qualified candidates will be placed on the highest list for which they qualify based upon his or her qualifications and experience.

## DESIRABLE QUALIFICATIONS

- Professional legal experience in Civil rights litigation is highly desirable.

## KNOWLEDGE, SKILLS, ABILITIES & OTHER CHARACTERISTICS

### Technical:

- 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.
- Complex analysis and problem solving skills.
- Ability to analyze, assess, and organize facts, evidence and precedents and effectively present such materials verbally and in writing.
- Ability to work independently.
- Ability to perform computerized research regarding legal issues.

### Communication and Customer Service:

- Excellent written communication skills including writing briefs, ordinances, and memos.
- Exceptional oral communication skills.
- Ability to work cooperatively and effectively with coworkers, City administrators, and citizens whose backgrounds may differ from one's own.

## CURRENT SALARY

## Annual Salary Ranges

	Non-Resident	City of Milwaukee
<b>Assistant City Attorney I (PG 2IX)*</b>	\$58,462 - \$81,844	\$66,435 - \$93,010
<b>Assistant City Attorney II (PG 2KX)*</b>	\$66,435 - \$93,010	\$75,478 - \$105,669
<b>Assistant City Attorney III (PG 2MX)*</b>	\$75,478 - \$105,669	

\* Appointment above the minimum of each range is possible based upon experience and is subject to approval.

### BENEFITS

The City of Milwaukee provides a comprehensive benefit program that includes the following:

- Defined Benefit Pension Plan
- 457 Deferred Compensation Plan
- Health and Dental Insurance
- Comprehensive Wellness Program
- Onsite Clinic Services
- Onsite Employee Assistance Program
- Alternative Work Schedules
- Long Term Disability Insurance
- Group Life Insurance
- Tuition Benefits
- Paid Vacation
- 11 Paid Holidays
- Paid Sick Leave and other paid leaves
- Flexible Spending Arrangement
- Commuter Value Pass

For full details of the benefits offered by the City of Milwaukee, please visit <https://city.milwaukee.gov/der/benefits>.

### 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 the application deadline listed above. 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.

#### ADDITIONAL INFORMATION

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 at City Hall, 200 E. Wells St., Room 706, Milwaukee, WI 53202
- **Applicants must attach a resume and cover letter to their application materials by the application deadline listed above.**

#### CONCLUSION

EEO = 205

*The City of Milwaukee values and encourages diversity and is an equal opportunity employer.*