

MAJOR FUNCTION

This is entry-level professional work assisting the more experienced attorney in providing legal services to the City of Tallahassee-Leon County Blueprint 2000 Intergovernmental Agency. Duties include assisting the Blueprint 2000 Attorney by performing the routine and less complex responsibilities of general legal counsel, including the rendering of legal advice and assistance to other Blueprint employees. Other duties include researching legal questions, preparing resolutions, issuing briefs and legal documents and rendering legal opinions. Work is performed under the direction of the Blueprint 2000 Attorney and is reviewed through conferences, inspection of documents, and evaluation of results obtained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Assists in the preparation and presentation of less complex cases on behalf of the agency in civil law suits and administrative hearings. Performs legal research and prepares opinions on various less complex legal problems for the agency. Prepares, drafts, reviews, revises and approves routine contracts, deeds, leases, and other legal documents and instruments; reviews such documents and renders opinions as to their legal acceptability. Analyzes claims and complaints by or against the agency; prepares and tries less complex cases for damage and other suits and hearings; may represent the agency in such hearings. May participate in the preparation of state cases for trial; takes depositions; prepares briefs and pleadings, and participates in necessary research. May research and interpret statutes, case law, and agency policy concerning substantive and procedural questions. May draft and file legal documents as necessary. Performs related work as required.

Other Important Duties

Attends various agency meetings as assigned. May maintain liaison with other state, federal or local agencies. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of municipal, county, state, federal, common law, and constitutional laws affecting local municipalities. Knowledge of established precedents and sources of legal reference applicable to municipal activities. Knowledge of Florida and Federal eminent domain laws and procedures. Knowledge of policies and procedures of the Florida Department of Transportation and Federal Highway Administration. Knowledge of civil laws and judicial procedures related to government procurement and procurement methodologies. Ability to prepare civil law cases. Ability to analyze and prepare a variety of legal documents. Ability to conduct research on legal problems and to prepare legal opinions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a Doctor of Jurisprudence.

Necessary Special Requirements

Membership in the Florida Bar at the time of application.

Must possess a valid Class E State driver's license.

Prohibition

Shall not be permitted to practice law except on behalf of the Agency, or engage in any other gainful employment without the express consent of the Agency's Executive Director. .

Established: 12-01-12