



**City of Clinton**

**Job Description**

**Legal/Court Services Department**

**City Attorney 2025**

**JOB TITLE: City Attorney**

**Nature of Work:**

- The City Attorney will act as the legal advisor to the Mayor, Board of Aldermen, Department Heads and city employees in legal matters or questions relating to city affairs, and shall represent the City and its officials in all legal actions by or against the City.

**Essential Job Functions:**

Essential duties and functions may include the following, in addition to other related duties as assigned.

- Appear in court on behalf of the City, and prepare pleadings and briefs to be filed with the court.
- Assign, coordinate, and review the work of Legal Department staff.
- Attend meetings of the Board of Aldermen; render legal advice and review the status of documents under consideration by the Board and other city officials
- Prepare ordinances, resolutions and other policies for adoption by the Board of Aldermen.
- Prepare legislation affecting the city including legislation to be introduced in the State Legislature.
- Legal research and fact finding including the use of computer databases for case and statutory research.
- Prepare and review legal documents and draft correspondence.

**Knowledge, Skills and Abilities**

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate that the essential functions of the job can be performed.

- Considerable knowledge of legal terminology, format, forms, and databases.
- Ability to work under deadlines and within regulations and schedules.
- Considerable knowledge of city, state, and federal rules, policies, ordinances, laws and constitutions.
- Thorough knowledge of municipal organization and municipal law.
- Ability to work with court personnel, opposing attorneys, and citizens in stressful situations and circumstances.
- Ability to plan, assign, review, and coordinate the work of subordinate personnel.
- Must have the ability to express ideas effectively, both orally and in writing.
- Must possess the ability to interpret a variety of instructions furnished in written, verbal, diagram, or schedule form.

### **Education and Experience**

Hold a Juris Doctorate degree from an accredited law school and successfully pass the Mississippi Bar Examination. Should have five (5) years or more experience in the practice of law. Preferably in a municipal or governmental law position.

### **Required Licenses or Certificates**

Must be licensed to practice before all applicable courts.

### **Physical Demands and Working conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical requirements include occasional lifting/carrying of 10 pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.