



City of Georgetown

The City of Georgetown is currently accepting applications for City Attorney. Candidates must have direct municipal law experience. The City of Georgetown offers a rich benefit plan including free medical, dental, disability and life insurance. Applications must be completed online at <https://www.georgetownky.gov/2160/Apply-for-a-Job>.

City Attorney

Equal Opportunity Employer

Drug Free Workplace

Any applicant who needs an ADA accommodation in the employment selection process will request the accommodation from the human resources director.

Applicants have rights under Federal Employment Laws. See links below.

[Family Medical Leave Act](#)

[Equal Employment Opportunity](#)

[Equal Employment Opportunity Supplement](#)

[Employee Polygraph Protection Act](#)

CHARACTERISTICS OF POSITION: Under general legislative and executive direction, plans, organizes, directs, coordinates and evaluates all activities and programs in the City Attorney's office. Performs more difficult and complex legal tasks. Performs related duties as required.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: Plans, organizes, directs, coordinates and evaluates all activities and programs of the office. Performs legal research and prepares legal opinions for City. Prepares cases for trial; **may appear in court as the legal representative for the City.** Supervises the preparation of all ordinances, contracts and other legal documents of the City. Supervises and evaluates personnel assigned to office. Gives legal counsel and advice to legislative, administrative, supervisory personnel and individual employees regarding work related duties and responsibilities. Attends Council meetings and advises Mayor and Council during meeting. Studies existing and new legal publications. Works with attorneys retained by City for specific purposes.

Non-essential: None.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Graduation from an accredited law school supplemented by five years directly related work experience, preferably in municipal law.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Extensive knowledge of the principles and practices of modern law and of local, state and federal court decisions affecting municipalities. Extensive knowledge of local Code of Ordinances. Extensive knowledge of public administration methods, procedures and practices.

Abilities: Ability to prepare briefs and skill in presentation of cases before judicial bodies. Ability to supervise the work of personnel assigned to office. Ability to establish and maintain professional working relationships with judicial system, City officers and employees, and the general public.

SPECIAL LICENSING REQUIREMENTS: Must possess and maintain valid Commonwealth of Kentucky driver's license. Must be admitted to the Bar of the Commonwealth of Kentucky.

ADDITIONAL REQUIREMENTS:

Instructions: General.

Processes: Complex.

Review of Work: General. Must report exceptions to Mayor.

Analytical Requirements: Directly affect policy of the city.

Public/Internal Contact: Public 50%; internal 50%.

Mental Effort: Heavy.

Work Environment: Office setting.

Interruptions: Constant.

Physical Demands:

Lifting: Work is typically performed in an office setting requiring intermittent sitting, standing or stooping. Lifting objects (less than twenty-five pounds) is a requirement.

Use of Equipment: Normal office equipment (computer, telephone, copier, etc.)

Vehicle Operation: Must drive automobile.

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engaged in activities related to that work.