Title: Assistant City Attorney  
Department/Division: Legal  

Nature of Work: This is a regular, full-time professional position in the City's Legal Department. The Assistant City Attorney assists the City Attorney in providing legal counsel to the City in matters of corporate, civil, and criminal law. Assignments are received by the City Attorney. The Assistant City Attorney is supervised by, evaluated by, and reports to the City Attorney.

Essential Duties:

1. Prosecutes all ordinance violations in Carbondale City Court.
   a. Reads notices to appear and reports written by police officers and code enforcement officers and prepares cases for trial at the Jackson County Circuit Court.
   b. Communicates with witnesses in person, by phone and in writing.
   c. Communicates with defendants and their attorneys in person, by phone and in writing.
   d. Communicates with Circuit Clerk and judicial officials in person, by telephone and in writing.
   e. Reviews visual documents such as photographs and drawings in preparation for trial.
   f. Interviews victims of ordinance violations.
   g. Determines when sufficient evidence exists to file complaints alleging ordinance violations.
   h. Drafts and files complaints.
   i. Drafts and files post judgment pleadings and arrest warrants to enforce judgements.

2. Gives advice and counsel orally and in writing to City Staff.

3. Attends City Council meetings and meetings of the City’s Boards and Commissions.

4. Researches legal issues using City's law library and SIU's law library.

5. Prepares, files, travels to and litigates small claims actions for the City in Murphysboro at the Jackson County Circuit Court.

6. Prepares, files, travels to and litigates cases for the City in Jackson County Circuit Court.

7. Reviews title commitments and abstracts for real property.

8. Drafts and reviews a variety of legal documents including contracts for the City, hold harmless agreements and other agreements, ordinances and resolutions.

9. Drafts and records a variety of legal instruments including deeds and mortgages, liens and releases.

10. Writes appellate court briefs and argues cases before the Fifth District Court of Appeals in Mt. Vernon.

11. Reviews bankruptcy pleadings where City is named as a creditor, files pleadings and attends meetings and hearings in Benton when necessary.

12. Prepares and tries cases before administrative agencies sometimes requiring overnight travel or telephone conferences.

13. Communicates in person, by telephone and in writing with other city, state and federal agencies.

14. Responds to concerns and questions from members of a diverse public on a daily basis.

15. Assists City Attorney in supervision of Law Clerk and student interns.
16. Uses tact and good judgement and utilizes effective interpersonal skills with co-workers and the public; coordinates and cooperates with other City staff in performing functions; works effectively both independently and as a team member.

**Other Duties:** Performs other duties that are related to the overall operation of the Legal Department.

**Work Environment:** Work is performed primarily in an office setting and may require the operation of a vehicle during the course of the work day to conduct business or attend meetings in a variety of weather conditions and in emergency situations.

**Physical Demands:** Office work is usually sedentary with occasional walking, reaching, bending, lifting and carrying objects under 25 pounds, and requires the ability to sit for extended periods of time and to perceive and/or discriminate colors, sounds, depth, and texture. Work also involves perceiving and/or discriminating colors, sounds, depth, and texture, and physical agility to restrain and/or detain individuals.

**Preferred Qualifications:** Two or more years of legal practice, with experience in local government law, trial work, and administrative law.

**Minimum Acceptable Qualifications:** License to practice law in State of Illinois. Satisfactory credit and police background checks are required. Possess or obtain and maintain a valid Illinois driver’s license.

**Regular, Full-time, Over-time Exempt Position**

**Residency Boundary Requirement**

**Benefits Include:**
- Medical/Dental/Vision
- Life Insurance
- Retirement pension
- 457 deferred compensation plan
- Employee Assistance Program
- 10 days of vacation /12 days of sick leave per year
- 12 city holidays, plus one floating holiday
- Section 125 pretax deductions
- Dependent Care Reimbursement Plan
- Healthcare Flexible Spending Account

**Salary Commensurate with Experience**

Submit a writing sample and completed City of Carbondale Application for Employment to the Human Resources Office, 200 South Illinois Avenue, Carbondale, Illinois. Applications will be accepted until the position is filled. Applications may be obtained at City Hall or printed from the City’s website [www.explorecarbondale.com](http://www.explorecarbondale.com). The City of Carbondale is an equal opportunity employer.

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Tara Brown
Human Resources Manager