



**Job Description**  
**City Attorney**  
Pay Grade: 15

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Two (2) years of experience in municipal law or related field, preferred. Significant knowledge of the legal subject matter involved with departmental or legal area assignment, such as labor and employment law, is required.

**Minimum Education Requirements:** Graduation from an accredited law school

**Direct Supervisor:** Mayor and Council

**Supervisory Responsibility:** The City Attorney's "client" is the City as represented, at various times, by the Mayor, a majority of the City Council, the City Administrator or the laws of the City as expressed in the Code of Ordinances of the City of Nixa or all of the foregoing.

**Primary Work Location:** Office Setting

**Certification:** Must be licensed to practice law by the State of Missouri or have the ability to obtain licensure by the date of employment.

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**Job Summary:** The City Attorney represents the City of Nixa in all legal matters.

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**Essential Job Functions:**

The City Attorney shall protect the legal interests of the City and perform the following duties:

- Provide legal advice to the Mayor, City Council, City Administrator, boards, committees and officials on matters related to municipal operations.
- Prepares, reviews, and revises ordinances, resolutions, contracts, and other legal documents as requested.
- Interprets and provides guidance on federal, state, and local laws affecting City operations.
- Attends City Council and board meetings as necessary to provide strategic legal guidance.
- Reviews and prepares contracts and legal instruments to which the City is a party and approves bonds and similar documents as to legal form.
- Represents and defends the City, and when authorized, City officials or employees, in legal actions arising from the performance of official duties.
- Have the power, with the approval of the Council Members, to adjust, settle, compromise, or submit to arbitration any action, causes of action, accounts, debts, claims, demands, disputes, and matters in favor of or against the City in which the City is concerned as debtor or creditor, now existing or which may hereafter arise.
- Make reports as follows:
  - Report the outcome of any litigation in which the City has an interest to the City Administrator, the Mayor, and Council Members.
  - On request, report to the City Administrator, the Mayor and Council Members on all legal matters in which the City has an interest and the condition thereof.
- Prepare and forward records as follows:
  - On request, prepare and forward to the Mayor and City Administrator a complete record of all suits in which the City had or has an interest, giving the names of the parties, the court where brought, the nature of the action, the disposition of the case or its condition if pending and the briefs of counsel.



- On request, prepare and forward to the City Administrator a complete record of all written opinions furnished by him/her to the City or any department or official thereof.
- Prosecute violations of the City's ordinances before any Judge, either personally or through a designated representative.
- Directly supervises and supports departmental staff, providing guidance, training and mentorship to develop skills and enhance performance.
- Collaborates effectively with other City departments, promoting teamwork and cross-departmental solutions.

**Important Functions:**

- To attend Seminars, workshops, and other training for professional development purposes.
- Utilizes necessary computer applications such as word processing and database.
- Works cooperatively with various departments.
- Perform other tasks and duties as assigned

**Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment**

An employee in this class must have the following knowledge, skills, and abilities upon application:

**Knowledge**

- Applicable state, federal and local laws
- Legal research and investigation techniques.
- Legal principles and court decisions related to subject matter involved with the specific department.
- Knowledge of the City of Nixa's codes and ordinances.

**Abilities**

- Effectively conduct case work and communicate in a courtroom setting.
- Render clear legal advice in a politically neutral manner.
- Manage complex municipal litigation.
- Utilize sound judgment.
- Read, interpret, and understand local laws and ordinances as well as federal and state statutes.
- Prepare and draft legal documents.
- Follow oral and written instructions.
- Communicate effectively both verbally and in writing.
- Deal effectively and courteously with associates and the general public.
- Model and promote acceptance and respect for differences among employees and citizens.
- Perform effectively as a member of a team in carrying out the City's stated mission and philosophy.



- Perform the essential functions of the job without posing a direct threat to the health and safety of others.
Ability to read, understand and interpret a variety of information.

Physical Requirements:

Makes periodic inspections involving bending, squatting, kneeling, and reaching both ground level and overhead. Pushes and pulls up to 25 pounds. Holds and grips objects. Reaches both overhead and to ground level.

Miscellaneous Requirements:

Subject to a background check and to the City's drug and alcohol prevention and abuse ordinances. Must be able to accommodate a flexible work schedule for occasional evening meetings, night court, etc.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

Signatures / Date

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the accommodation needed, if required, then sign and date.

- I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodation.
I have read and understand this job description, and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Three horizontal lines for listing accommodations.

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date