

LEGAL DEPARTMENT

A. JOB TITLE – CITY ATTORNEY

B. DEFINITION

As established in Indiana Code 36-4-9-11(a), the City Attorney is the first deputy to the Corporation Counsel.

C. EQUIPMENT USED

Telephone, fax machine, personal computer

D. JOB LOCATION

80% in office at Mishawaka City Hall; 20% travel to off-site meetings.

E. PHYSICAL REQUIREMENTS

80% sitting; 20% driving, walking.

F. ENVIRONMENTAL/WORKING CONDITIONS

Office setting with occasional travel.

G. ESSENTIAL FUNCTIONS OF THE JOB

1. Assist Corporation Counsel as general counsel to the Board of Public Works and Safety, Board of Utilities, all City departments and Mishawaka Utilities.
2. Respond to claims against the City.
3. Review contracts.
4. Advise the City's Animal Control Commission and support the Humane Society of St. Joseph County as the City's Animal Control Agency.
5. Respond to requests from the public made under the Indiana Access to Public Records Act (Indiana Code 5-14-3).
6. Prosecute violations of Municipal Code of Mishawaka.
7. Represent the City in code enforcement hearings.
8. Issue Notices of Abatement on behalf of the City.
9. Respond to requests for discovery issued to City departments and employees.
10. Respond to unemployment insurance notices for former employees.
11. File and record liens and easements.
12. Conduct legal research.
13. Provide updates to developments on legislation relevant to the City.

H. REQUIRED KNOWLEDGE AND ABILITIES

1. Effective oral and written communication with the public and City employees.
2. Legal research and writing.

I. QUALIFICATIONS

1. Juris Doctor from an accredited law school
2. License to practice law in Indiana
3. Valid driver's license

Signature _____

Date _____