

CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT

The City of Southfield is currently seeking qualified candidates for the following Full Time Career position.

JOB CLASSIFICATION Attorney II

STARTING SALARY Management Group M - \$61,515 - \$83,230 DOE

Excellent benefit package, including medical, dental, vision, retirement, holidays, vacation, and more.

REPRESENTATIVE JOB DUTIES

- Issue complaints and warrants to institute misdemeanor/ordinance prosecutions.
- Prosecute misdemeanor/ordinance violations, civil infractions and Code enforcement cases in the 46th District Court.
- Perform legal research and draft municipal ordinance and other legal instruments.
- Respond to requests for legal opinions from City Departments with regard to various municipal law issues.
- Attend meetings or work sessions as directed by the City Attorney
- Other duties as assigned

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Licensed attorney in the state of Michigan
- At least two (2) year experience as a full time practicing attorney.
- At least one (1) year of municipal law experience in one or more of the following areas: Freedom of Information Act; land use regulation; Zoning and Planning; contracts, Freedom of Information Act analysis; and public finance and tax.
- Must possess excellent communication skills, oral and written; effective interviewing skills.
- A positive attitude when dealing with the public and good judgment in handling questions; ability to know when to refer problems to the supervisor.
- Problem solving and organizational skills and the ability to work well under pressure of deadlines and changing priorities.
- Must have ability to establish and maintain effective working relationships with public, co-workers, and outside organizations
- Must possess a valid driver's license and a good driving record as determined by the City of Southfield's Driving Standards.
- Applicants will be subject to criminal history background investigation.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history check, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department, 26000 Evergreen Road, Southfield, MI 48076
Complete application package may be downloaded from the City's website at www.cityofsouthfield.com
City of Southfield application packets must be received in the Human Resources Dept. no later than 5:00 P.M.

January 10, 2020

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis, of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

DATED: December 19, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.