



JOB DESCRIPTION

Position:	Chief Civil Attorney
Department:	Legal Services
Supervisor:	City Attorney
FLSA Status:	Exempt
Bargaining Unit:	Not Represented
Hours:	Generally, Monday – Friday, 8:00 a.m. – 5:00 p.m.

The City of Belgrade is an equal opportunity employer. The City shall, upon request, provide reasonable accommodation for otherwise qualified individuals with disabilities.

Summary of Position:

The Chief Civil Attorney provides legal counsel, representation, and strategic guidance to the City of Belgrade on a broad range of civil legal matters. This position serves as the lead attorney for civil legal services and advises City leadership, departments, boards, and staff on municipal law, contracts, land use, employment matters, public records, regulatory compliance, risk management, and other local government issues.

The Chief Civil Attorney works under the general supervision of the City Attorney while exercising substantial independent judgment, initiative, and legal discretion. The position may supervise or coordinate the work of other attorneys, outside counsel, or legal support staff related to civil matters. Work is performed in office, meeting, and courtroom settings and requires maintaining effective working relationships with elected officials, department heads, employees, consultants, attorneys, and the public.

Job Description/ Essential Duties:

These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.

- Serves as lead counsel for the City on civil legal matters involving municipal operations, governance, and regulatory functions.
- Provide legal advice and guidance to City leadership, departments, boards, commissions, and employees on a wide variety of municipal law issues, or employment law matters.
- May represent the City in civil litigation, administrative proceedings, mediations, negotiations, hearings, and appeals.
- Coordinate with and oversee outside legal counsel retained by the City as assigned.
- Advise City staff regarding legal risks, liability exposure, compliance obligations, and operational best practices.
- May be asked to provide backup prosecution services in the Prosecutor’s absence.
- Confers with department management team to track implementation of policies and receive specific recommendations and suggestions on division or departmental operations.

Revision History:

Revision #:	Revision Date:
0	05 2026

- Research and interpret federal, state, and local laws affective municipal government operations.
- Prepares or reviews legal contracts, ordinances, resolutions, deeds, easements, and other documents required for use by the City or approval/adoption by City Council.
- Provide legal support related to land use, planning, zoning, annexation, subdivision, public works, utilities, procurement, employment, and regulatory matters.
- May represent the City in lawsuits in state and federal court before administrative agencies and in arbitration.
- May act on behalf of the City Attorney in assigned matters or during the City Attorney's absence.
- As assigned by the City Attorney, serves as in-house counsel on all major legal questions, including providing legal advice to the City Manager, City Council, department heads and city staff regarding legal requirements and consequences of proposed actions.
- Responds to the public's questions and comments in a courteous and timely manner.
- Communicates and coordinates regularly with others to maximize the effectiveness and efficiency of intra and interdepartmental operations and activities.
- Maintains the confidentiality and integrity of criminal justice information. This position is exposed to most police records, including, but not limited to criminal records, requests for services, traffic information, juvenile records, domestic abuse complaints, child abuse complaints, employee personnel files and all written and computerized records. There are legal and internal controls on the release of any information from Legal Services.
- Assists with developing and enforcing department goals, objectives, policies, procedures, work standards and directives to ensure compliance with established state and city codes, rules, laws, and regulations.
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices, and new developments in assigned work areas.
- Works closely with other personnel to promote a positive work environment and maximize teamwork and cooperation within the department.
- Performs other related duties as assigned or required.

Essential Knowledge, Skills and Abilities Related to this Position:

The successful candidate will possess:

- Extensive knowledge of civil and criminal law, legal practices and procedures, appellate practice, and legal research methodologies, including proficiency with online research tools such as Westlaw.
- Experience prosecuting criminal violations and demonstrated trial advocacy skills, including persuasive oral arguments, opening and closing statements, and effective use of visual aids.
- Strong knowledge of municipal law, administrative processes, torts, contracts, civil rights, real estate, and applicable state and federal statutes and regulations governing municipal government.
- Knowledge of public administration principles, municipal budgeting, and alternatives to prosecution, including mental health resources and community prosecution practices.
- Strong negotiation, persuasion, and communication skills, both written and verbal, with the ability to engage effectively with individuals and groups.
- Ability to interpret and apply complex laws, regulations, policies, and procedures while exercising sound judgment, flexibility, creativity, and professionalism.
- Ability to provide administrative leadership, prepare clear and concise reports.
- Strong analytical and problem-solving skills, including the ability to interpret complex information

and perform mathematical calculations as needed.

- Proficiency in Microsoft Office Suite and the ability to learn and utilize specialized software and databases.
- Commitment to performing duties in alignment with the City's Vision, Mission, and Core Values.
- Ability to train, evaluate and lead the work of others.
- Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Supervision Received:

Works under the general supervision of the City Attorney or as assigned.

Supervision Exercised:

None

Minimum Required Qualifications (Education, Experience and Training):

- Juris Doctorate Degree from an accredited law school; and
- License to practice law in the State of Montana and membership in good standing with the Montana Bar Association required at the time of hire; and
- Minimum of three (3) years' experience practicing law, preferably in the public sector; or
- Any equivalent combination of knowledge, skills, and abilities necessary to perform the work may be considered.

Preferred Qualifications:

- Prior experience in municipal law and criminal prosecution.
- Prior leadership and/or supervisory experience in a legal environment.

Special Requirements/Licenses or Certificates:

- Must possess a valid driver's license and have the ability to obtain a Montana driver's license within 6 months of employment.
- Offers of employment are conditional upon satisfactory completion of a pre-employment background check, reference checks, required educational and professional membership verification, and driving record check.

Tools and Equipment Used:

Operates modern office machines and equipment, including personal computers, printers, copiers, scanners, telephone system and calculators. Must be able to routinely use a full range of software applications, including word processing, spreadsheets, and a variety of standard or customized software applications appropriate to assigned tasks.

Working Conditions and Physical Requirements:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Duties are performed in an office-type environment.
- The noise level ranges from quiet to moderate.
- Requires regular and punctual attendance and reports to work fit for duty.

- Duties require extended periods of sitting, walking, standing, talking, or hearing, keyboarding, reaching with hands and arms, and manual dexterity to handle office related machines and tools.
- Duties require occasional climbing or balancing, lifting/carrying items, pulling/pushing items, and stooping, kneeling, crouching, or crawling.
- Hazards are minor and controllable but can include cramped quarters, human error, angry/hostile humans, or exposure to a variety of outdoor weather conditions.
- Ability to perform body movements applicable to records management in an office environment.
- Possession of hand/eye coordination is adequate to operate a computer and calculator.
- Have the ability to talk and hear in person and by telephone; see and read instructions, spreadsheets, reference materials, and computer reports.
- May be exposed to offensive language/photos or details of heinous and/or criminal acts.
- Ability to lift 10 pounds on a routine basis and up to 50 pounds on an infrequent basis.

Behavioral Expectations:

- Employee treats all customers and coworkers with respect, dignity, and honesty and manages relationships and communications in a way that promotes the interests of all parties.
- Employee works through adversity in a productive and positive manner.
- Employee shows nonjudgmental respect for all other's perspectives.
- Employee appreciates the uniqueness, commonalities, and value of others.
- Employee maintains an appropriate level of transparency in their work and interactions with others.
- Employee stops disparaging remarks about others and does not participate in these remarks in front of the public or during work time.
- Employee does not hinder, obstruct, or interfere with the work of other employees.
- Employee does not show poor attitude (for example, rudeness or lack of cooperation) with others or supervisors by failing to perform reasonable requests, being insubordinate, or refusing to comply with instruction given.
- Employee does not abuse the use of materials, time, equipment, or property of the City.
- Employee's performance does not fall below average in quantity or quality in relation to the requirements of the job.

Safety Related Duties:

- Follow the City's and department's work practices.
- Report occupational injuries, illnesses, and near misses immediately to Supervisor.
- Follow supervisor instructions for obtaining first aid or medical attention.
- Participate in accident investigations as required.
- Participate in safety training.
- Suggest improvements in safety training requirements or programs to Supervisor.
- Identify unsafe work conditions and unsafe practices. Correct hazards or report them to Supervisor as appropriate.

The job description is an overview of the duties, responsibilities and requirements of the position and are not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. The job description represents typical elements and criteria considered necessary to

perform the job successfully, with or without reasonable accommodation. Employees may be required to perform other job-related assignments as requested. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.

Employee signature below indicates the employee's understanding of the requirements, essential functions, duties of the position, and expectations set forth in the job description for this position.

Employee _____ Date _____