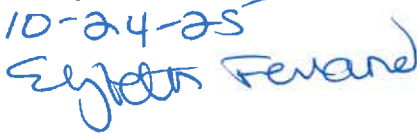


Job Title: Deputy City Attorney
Department: City Attorney's Office
Reports To: City Attorney
Salary Grade: S-24
Union Status: Non bargaining unit
FLSA Status: Exempt
Approval Date: July 1, 2000
Revision Date: 10-24-25
Approved by: 

SUMMARY

This position will serve as a member of the City's legal team with primary responsibility of advising all City departments in collaboration with and under the supervision of the City Attorney. The Deputy City Attorney will be responsible for providing exceptional legal advice to the City Council, the Council's various standing and ad hoc committees, boards and commissions of the City, and the City Manager, and departments, on a variety of matters or legal questions related to municipal law and government. The Deputy City Attorney will provide legal counsel on New Hampshire planning and zoning laws and regulations. This role involves advising on building and development projects, land use applications, and the procedures established within Keene's City Code and Land Development Code for managing such matters. The Deputy City Attorney will also assist in coordinating and responding to Right-to-Know requests and other records requests made to the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Other duties may be assigned.

- Advise the City Council, Mayor, City Departments, City Manager, and the City Boards and Commissions on various areas of municipal and civil law, including but not limited to land use, open-records law, construction law, constitutional law, and employment law.
- Conduct legal research, prepare legal memoranda, and present legal opinions in writing or verbally, under the supervision of the City Attorney.
- Serve in the role of the City's legal counsel, and assume all responsibilities of the City Attorney, in the absence of the City Attorney, including advising the City Council at City Council meetings.
- In the absence of the City Attorney, the Deputy City Attorney will oversee the activities of the City Attorney's Office.
- Advise the Community Development Department and the City's land use boards on the laws and regulations applicable to building and development projects, land use applications, and the processes and requirements under New Hampshire law and Keene's City Code of Ordinances and Land Development Code in such matters.
- Assist City Departments in the City's compliance with the requirements of the Right-to-Know law, RSA chapter 91-A (Access to Governmental Meetings and Records), and in preparing the City's responses to Right-to-Know requests (including but not limited to those related to body-work cameras and the criminal discovery process), collecting, reviewing, and redacting City records.
- Coordinate the City's responses to civil and criminal discovery and subpoena requests, and in preparing the City's responses to such requests under applicable statutes, evidentiary or court rules, and applicable case law.
- Represent the City along with the City Attorney in all matters in which the City has an interest coming before any court, tribunal, quasi-judicial or legislative body, except in such cases as other arrangements may be made by the Council and the City Attorney.
- Render legal opinions when requested by City Departments, the Mayor, and City Council.

- Develop and implement orientation and training programs for the City Council, members of City boards and commissions, and City Departments, including but not limited to training on the Right-to-Know Law.
- Review and comment upon deeds, leases, contracts and other legal instruments tendered to the City Attorney prior to their execution or acceptance.
- Draft deeds, obligations, contracts, leases, conveyances, agreements, and other legal instruments.
- Commencing and prosecuting actions and suits brought by the City or any of its officers in his official capacity in New Hampshire courts or administrative agencies, as approved by the City Attorney.
- Appear in, defend, and advocate the rights or interests of the City in suits or prosecutions, wherein any estate, right, privilege, ordinance or act of the City government or any breach of any statute or ordinance as approved by the City Attorney.
- Appear, when directed by the City Attorney, before the Legislature of the State or before any committee thereof, and on behalf of the City, represent, answer for, and defend and advocate the interests and welfare of the City.

CUSTOMERS

City Council, City staff, volunteer boards and committees, employees and the general public.

CROSS TRAINING

None.

SUPERVISORY RESPONSIBILITIES

None.

QUALIFICATIONS

EDUCATION AND/OR EXPERIENCE

The Deputy City Attorney shall be a graduate of an accredited law school and admitted to the practice of law in the courts of New Hampshire, and have at least three (3) years of relevant experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints and to maintain as confidential information that is provided or obtained. Ability to write legal opinions, legal briefs and memorandum, court filings, and legal articles in an understandable but persuasive manner. Ability to make effective and persuasive presentations on controversial or complex topics to the City Council, City management, City boards and committees, employees and public groups.

COMPUTER SKILLS

Proficiency in Microsoft Office applications and online legal research platforms required. Must possess the ability to utilize document and media editing applications to perform the requirements of the position.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply principles of logical and analytical thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism such as formulas, scientific equations, graphs, etc. Ability to deal with a variety of abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Licensed to practice law in the State of New Hampshire.

PHYSICAL DEMANDS

The employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; and reach with hands and arms. The employee will frequently lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities include close vision.

WORK ENVIRONMENT

The noise level is moderate.

