



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

Assistant City Attorney – Transactional

Job Code: 402300	
Service Area: City Attorney	
Service Unit: City Attorney	
Salary Grade (Non-Union): 11	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: City Attorney	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: No	
Telecommuting Eligible: Hybrid	
Responsible for supervising the following positions: N/A	
Description Prepared By: Atleen Kaur 3/25/2025; Reviewed by HR – EAJ, CW 4/4/2025	

Date Position Description Finalized
4/8/2025

Role Summary

This is a general attorney position that will work on a wide variety of municipal legal matters. The role is expected to be primarily transactional, but may include supporting litigation or administrative proceedings as needed. An attorney in this position will work closely with Deputy and Senior Assistant City Attorneys performing research and transactional work and providing advice and counsel to City staff and City Council. Matters will include real estate, contracts, and various other municipal matters.

An attorney in this position may perform some of the following duties from a remote location but will be required to work on-site for at least one to two days per week, and to attend meetings or hearings as needed.

Duties

Reporting to the City Attorney, the attorney may be responsible for, but not limited to, the following duties:

Essential Duties**Legal Advice and Counseling**

- Communicate legal advice to, counsel, and interact with municipal clients.
- Work with staff in various departments relating to day-to-day City operations.
- Attend and provide advice at City Council and various Board and Commission meetings, as directed.

Legal Research and Drafting

- Research complex factual and legal issues, including issues of first impression, pertaining to the City and prepare corresponding memos.
- Research, draft memos, and advise on a wide range of municipal matters.
- Assist with drafting City Council Resolutions and City Ordinances.
- Communicate research findings to a diverse audience of City staff, legal colleagues, and elected leaders.

Contracts

- Draft and review contracts.
- Assist with and advise on contract procurement, negotiations, risks, and opportunities.
- Provide advice on contract enforcement and potential breaches.

Real Estate

- Handle a variety of legal matters in the areas of real estate transactions, easements, historic preservation, affordable housing and related matters.
- Draft sales and purchase agreements, development agreements, rights of first refusal, easements, deeds, and other documents related to municipal real estate transactions.

Related Work:

Attorney may be required to assist with the following duties:

Civil Litigation

- Draft briefs or legal memos pertaining to civil litigation matters and appearing in civil court on behalf of the City.
- Assist in drafting legal pleadings for filings in various courts to further the City's positions in pending litigation.
- Research case law and assist in development of legal arguments.

Knowledge of:

- Civil litigation practice before courts and administrative agencies
- Civil court rules and procedures, including rules of evidence
- Methods and techniques of legal research
- Constitutional law applicable to municipalities
- State and federal law applicable to municipalities
- Property/real estate law, including but not limited to economic development, affordable housing, Americans with Disabilities Act (ADA), easements, covenants, deeds, contracts, and condemnation
- Municipal contracts and procurement, including grant funding requirements (preferred)
- Risk management and insurance (preferred)

Skills and Ability to:

- Ability to pass rigorous background and reference check, including review of references from opposing counsel and judges
- Participate in court and administrative proceedings
- Exercise sound, independent judgment within guidelines and legal parameters
- Offer sound legal advice and counsel
- Interpret and apply federal, state, and local laws, regulations, and policies
- Establish and maintain effective working relationships with all levels of employees, management, and the public
- Communicate clearly and concisely, both orally and in writing
- Prepare clear and concise legal documents including memos, pleadings, and briefs
- Perform complex legal research using a wide variety of legal research methods, including WESTLAW research
- Work independently with minimal supervision
- Work effectively under pressure and complete assigned work within tight deadlines
- Excellent time management skills
- Work cooperatively and maintain composure with a variety of people
- Think creatively and work towards well-established goals
- Applicable interpersonal, communication, and leadership skills
- Advanced skills in Microsoft Office

Equipment

Computer and software applications, standard office equipment, PC, copier, telephone, printers, scanners, calculator and other miscellaneous office equipment

Training and Experience (position requirements at entry)Required:

- Juris Doctor or equivalent degree from accredited law school
- Current member of Michigan State Bar Association
- 3-5 years of progressively responsible experience in the practice of law
- Experience with WESTLAW or other similar legal research resources

Preferred:

- Experience practicing municipal law in a municipal setting
- Experience in communicating with higher levels of an organization
- Experience in both litigation and transactions

Licensing Requirements (position requirements at entry)

- Licensed to practice law in the State of Michigan

Physical Requirements

Positions in this class typically require: reaching, lifting, grasping and repetitive motions.

Individual must be able to either hear, talk, or see.

Move and lift light objects less than 20 lbs. such as mail, files, and supplies. Operating office equipment requiring continuous or repetitive hand/arm movements. The ability to remain in a sitting position for extended periods of time.

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.