



# CLASS TITLE | LEGAL DIVISION MANAGER LITIGATION DIVISION

PAY GRADE: CA-06 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)

Effective Date: 06/10/2026

CLASS CODE: 2104

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**PURPOSE OF THE CLASSIFICATION:** Under general direction of the City Attorney and/or Deputy City Attorney has specific responsibility to supervise the activities of the litigation division within the Legal Department; including managing the day-to-day operations of the division, supervising the work of attorneys and support staff in the litigation division, reviewing and analyzing tort claims and making recommendations regarding same, handling all aspects of civil litigation in state and federal court including pre-trial and trial of civil cases, interviewing witnesses, written discovery, depositions, preparing and arguing motions and briefs and representing the City of Tulsa in jury and non-jury trials and administrative proceedings; and performing other related assigned duties. The position requires excellent written and verbal communications skills and a well-organized and self-directed individual who is a team player who possesses the ability to motivate and supervise others; and a detail orientated perspective, including the ability to motivate and supervise others; and a detail orientated perspective, including the ability to read, analyze and interpret complex ordinances, statutes and court decisions. An in-depth knowledge of judicial procedure and rules of evidence, and various methods of legal research' in-depth and comprehensive knowledge of legal proceedings and the ability to act independently, problem-solve and use sound judgment are also required.

**ESSENTIAL TASKS:**

- Supervise, manage and direct the activities of the litigation division, including planning, assigning, supervising, and evaluating the work performed by the attorneys and support staff in the division, including upper-level attorneys.
- Assists in creation of a department that encourages mentoring and professional development and encourages cross-training of professional and support staff and proactively works to develop best practices in the litigation division in a continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Review and analyze tort claims and make recommendations regarding same.
- Review and analyze pending civil litigation and provide risk analysis.
- Supervise all workers' compensation litigation, review recommendations and provide risk analysis.
- Assists the City Attorney and Deputy City Attorney and coordinates with other Legal Division Managers in resolving interdepartmental issues.
- May be responsible for preparing or reviewing and approving ordinances, resolutions, and charter amendments.
- Performs legal research and prepares and reviews formal and informal legal opinions and memoranda for study and consideration of the City Attorney or other City officials and advises departmental officials and employees on legal questions.
- Develops and monitors budgeted expenses within the litigation division.



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- Analyzes and keeps informed of proposed state and federal legislation affecting the City of Tulsa.
  - Remain current on municipal law and maintain and develop expertise about laws, regulations, and court decisions affecting municipal legal issues.
  - Represent City in civil litigation including depositions, hearings, settlement conferences, trials and appeals in State and Federal courts and before administrative agencies.
  - Study and analyze evidence, interview witnesses, take and defend depositions.
  - Represent City in grievance-related matters including matters before the Civil Service Commission, the Public Employees Relations Board and arbitration tribunals.
  - Research a variety of legal issues that may arise in civil litigation including, but not limited to, §1983, service of process, contract, tort, and employer-employee.
  - Prepare or review and approve pleadings, motions, briefs and written discovery.
  - Prepare a variety of reports, correspondence and documents on questions of law and legal procedure as directed and approved by the City Attorney.
  - Prepare, review, and provide ongoing risk analysis for all pending litigation being handled by the Legal Department.
  - Must report to work on a regular and timely basis.

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Must meet the following criteria:

- (a) Graduation from an accredited law school and license to practice law in the State of Oklahoma; **and,**
- (b) Nine (9) years of progressively responsible experience in the practice of law, **including,**
- (c) A minimum of five (5) year's first chair trial and appellate experience in state and federal court; prior demonstrated personnel management experience and experience in litigation involving constitutional issues, municipal law issues, employment law, construction disputes, civil rights actions including §1983 claims and/or administrative and bid protest proceedings a plus.



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## Knowledge, Abilities and Skills:

### Knowledge of:

- Must have or be willing to acquire a working knowledge of municipal state and federal laws and constitutional provisions affecting municipal operations, including but not limited to elections law; state law/procedures regarding municipal administration, Fair Labor Standards Act and other applicable personnel, employment and labor law; workman's compensation and unemployment insurance; local government organization; public tort liability law and governmental immunity
- Ability to learn and analyze the City charter, ordinance and code provisions
- Significant knowledge of and experience with judicial procedures and rules of evidence, conduct of hearings in court and administrative proceedings and methods of legal research, including WESTLAW
- Demonstrated first chair trial and appellate experience required, experience with constitutional law, Sec. 1983, administrative law, transactional, and municipal code enforcement proceedings *preferred*

### Ability to:

- Analyze and apply legal principles to complex problems
- Understand/interpret laws and regulations and provide well-reasoned legal advice
- Communicate effectively both orally and in writing
- Effective public speaking techniques
- Maintain confidentiality
- Work collaboratively and independently
- Distinguish between legal, management and policy matters
- Work under deadline pressures with little or no immediate supervision
- Perform traditional legal research and operate a personal computer/software to perform word processing, spreadsheet and legal research functions
- Serve as a representative of the City of Tulsa, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with City officials, staff, outside agencies, and the public

Special Requirements: Must be willing and able to work the hours necessary to accomplish the job requirements including working irregular hours to attend evening meetings and travel to attend classes, meetings and/or seminars. Position is subject to additional working hours above forty-hour work week.

Skills Test Required: An original legal writing sample must be provided.



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Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, calculator, and telephone; frequent lifting and carrying up to 20 pounds; occasional pulling up to 20 pounds; may be subject to sitting for extended periods of time, walking, standing, bending, and reaching; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

1. Possession of a valid Oklahoma Class "D" Driver license; **and,**
2. Possession of a valid license to practice law in the State of Oklahoma **or** the ability to obtain an Oklahoma license within 6 months of employment.

Tools and Equipment Used: Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax/scanner machine.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; requires some travel to various locations to conduct pre-trial discovery, perform trial work, appear before administrative agencies or to argue appeals.

**EEO Code: E-02**

**Group: Cultural, Legal, and Science**

**Series: Legal**