

**CITY HALL**

400 Ella Street | Beatrice, NE 68310

Phone: 402.228.5200 Fax: 402.228.2312

SERVICE CENTER

500 North Commerce Street | Beatrice, NE 68310

Phone: 402.228.5211 Fax: 402.223.5181

CITY ATTORNEY

The Mayor and City Council are accepting proposals for a City Attorney.

GENERAL DUTIES

The City Attorney serves as the legal advisor for the Mayor, City Council, City officers, and the various board and commissions associated with the City. The City Attorney will be required to attend all City Council and Board of Public Works meetings and at times will be required to attend Planning and Zoning Commission meetings. In addition, the City Attorney will prosecute violations of the Beatrice City Code such as: traffic violations, criminal charges, animal violations, building code violations, zoning violations, nuisances, and junked motor vehicle complaints. The City Attorney will represent the City in appellate courts, draft and review ordinances, contracts, and resolutions, and handle other administrative duties as assigned.

Must have a Nebraska State Bar License at the time of appointment.

COMPENSATION

Salary range for this position is \$34.72 to \$51.71 per hour. The City of Beatrice offers the following benefits to its employees.

- Employer paid health insurance.
- Dental and eye care insurance.
- Vacation, personal, and medical leave.
- Retirement plan and deferred compensation plans.
- Basic life insurance and long term disability.
- Flex pay health reimbursement account.

APPLICATION PROCESS

Apply online at www.beatrice.ne.gov or send resume and cover letter to the following address:

City Clerk
400 Ella Street
Beatrice, NE 68310

The closing date for applications is January 27, 2020.