City of Thompson Falls
VACANCY ANNOUNCEMENT
October 28, 2026

Position: City Attorney
Location: Thompson Falls, MT
Closing Date: Open until filled; first review on Monday, November 16, 2026

GENERAL PURPOSE

Performs a variety of complex, high-level administrative, technical, and professional work prosecuting crimes, conducting civil lawsuits, drafting legal documents, and advising city officials on legal rights, obligations, practices, and other aspects of applicable local, state, and Federal law.

SUPERVISION RECEIVED:

Works independently.

SUPERVISION EXERCISED:

Does not supervise employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES

As provided in MCA § 7-4-4604, The city attorney shall:
(1) appear before the city court and other courts and prosecute on behalf of the city;
(2) serve upon the attorney general within 10 days of the filing or receipt of a copy of any notice of appeal that the city attorney files or receives in a criminal proceeding;
(3) when required, draft for the city council contracts and ordinances for the government of the city;
(4) when required, give to the mayor or city council written opinions on questions pertaining to the duties and the rights, liabilities, and powers of the city; and
(5) perform other duties that pertain to the functions of the city council or that the city council prescribes by resolution.

As part of "other duties," the city attorney:
Provides professional advice to the City Council and department heads.

Assists department directors to see that all laws and ordinances are faithfully performed.

Attends all meetings of the Council or administration at which attendance may be required.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from an accredited law school with a Juris Doctor degree in law; and three (3) years of experience as a practicing attorney.

Necessary Knowledge, Skills and Abilities:

(A) Considerable knowledge of state statutes relating to municipal affairs; Considerable knowledge of laws relating to the purchase of goods and services, contracting, labor, employment, land use, environment and traffic; Working knowledge of modern policies and practices of municipal law and public administration;

(B) Skill in preparing briefs and other legal documents; skill in operating the listed tools and equipment;

(C) Ability to prepare and analyze comprehensive legal documents; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, city officials, the court system, and the general public; ability to efficiently and effectively administer a municipal legal department.

SPECIAL REQUIREMENTS

A license to practice law in the state; membership in good standing with the state Bar Association; a valid State driver's license; malpractice insurance coverage.

TOOLS AND EQUIPMENT USED

Requires frequent use of a personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine, and fax machine.

PHYSICAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. Omitting specific duty statements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATION PROCESS:

Interested candidates must submit a letter of interest and resume.
Please send to the clerk/treasurer at tfl3557@blackfoot.net