

The job description is available on the City's website www.cityoflewistown.com or job service. Resume and letter of interest must be submitted to City of Lewistown, Attention: Human Resources by September 9, 2026.

Position Title: City Attorney

Accountable To: City Manager

Wages and Benefits: the salary for this position will be \$90,000 to \$95,000 per year depending on experience. This position is full time, and the work is done between the hours of 8 am and 5 pm. Monday through Friday, occasional evening work, court appearances, after-hour emergency assistance and attendance at City Commission meetings are required. City of Lewistown provides health insurance, paid time off and other benefits. Retirement is required. There is a one-year probationary period.

Position Summary

The City of Lewistown is seeking an experienced and highly qualified attorney to serve as City Attorney. Under the general direction of the City Manager, the City Attorney provides comprehensive legal counsel to the City Manager, City Commission, and all City departments. This position also serves as City Prosecutor and represents the City in civil litigation, administrative proceedings, and other legal matters.

Essential job functions

- Advises City officials and staff on legal matters affecting City operations.
- Reviews and drafts ordinances, resolutions, contracts, policies, and legal opinions.
- Interpret federal, state, and local laws and provide clear, practical legal guidance.
- Investigates or directs investigations of cases involving the City.
- Prosecutes misdemeanor offenses and municipal ordinance violations in Municipal Court.
- Represents the City in civil litigation.
- Represents the City before courts, boards, commissions, and administrative agencies.

Education, training and experience

- Juris Doctor degree from an accredited law school.
- Admission to practice law in Montana and active membership in good standing with the State Bar of Montana.
- Five years of professional experience as a licensed attorney is preferred.
- Experience in municipal law, local government, prosecution, and litigation is preferred.
- Thorough knowledge of Montana local government law, legal research, court procedures, trial practices, and rules of evidence.
- Strong written and verbal communication, legal analysis, organization, and time-management skills.
- Ability to exercise sound judgment, maintain confidentiality, and competing deadlines.
- Valid Montana driver's license or the ability to obtain one.