

## City Attorney Interview Questions

1. Tell me about an experience in which you analyzed information and evaluated results to choose the best solution to a problem.

2. What is the key to success when communicating with the public.

3. What have you found to be the best way to evaluate findings and develop strategies and arguments in preparation for presentation of cases?

4. Describe an experience when you presented evidence to defend clients or prosecute defendants in criminal or civil litigation.

5. What kind of experience do you have interpreting laws, rulings and regulations for individuals and businesses?

6. Share an experience you had in dealing with a difficult person and how you handled the situation.

7. Tell me how you organize, plan, and prioritize your work.

8. What are some long-range objectives that you developed in your last job? What did you do to achieve them?

9. Give me an example of when you thought outside of the box. How did it help your employer?

10. Would you consider analyzing data or information a strength? How so?

11. Share an example of a time you had to gather information from multiple sources. How did you determine which information was relevant?

12. Provide a time when you were able to identify a complex problem, evaluate the options, and implement a solution. How did the solution benefit your employer?

13. Describe a time when you successfully persuaded another person to change his/her way of thinking or behavior.

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14. Share an experience in which your understanding of a current or upcoming problem helped your company to respond to the problem.

15. Name a time when you identified strengths and weaknesses of alternative solutions to problems. What was the impact?

16. Please share an experience in which you presented to a group. What was the situation and how did it go?

17. How would you rate your writing skills? (Ask for an example that demonstrates great writing skills.)

18. Provide an example of a time when you were able to demonstrate excellent listening skills. What was the situation and outcome?

19. Provide an example when your ethics were tested.

20. Share an experience in which your attention to detail and thoroughness had an impact on your last company.

21. Share an example of when you went above and beyond the "call of duty". (Look for answers that show the candidate is dependable.)

22. Provide a time when you dealt calmly and effectively with a high-stress situation.

23. Provide an example of a time when you successfully organized a diverse group of people to accomplish a task.

24. Provide an example of when you were persistent in the face of obstacles.

25. What is the most challenging part of selecting jurors, argue motions, meet with judges and question witnesses during the course of a trial?

26. Tell me about the last time you monitored or reviewed information and detected a problem. How did you respond?

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27. Tell me about the last time you presented and summarized cases to judges and juries.
28. How do you stay up to date regarding the Constitution, statutes, decisions, regulations, and ordinances of quasi-judicial bodies to determine ramifications for cases?
29. Tell me about a time when you developed your own way of doing things or were self-motivated to finish an important task.
30. Share a time when you willingly took on additional responsibilities or challenges. How did you successfully meet all of the demands of these responsibilities? (Make sure the candidate is a self-starter and can demonstrate some initiative.)
31. Describe an experience when you prepared legal briefs and opinions, and filed appeals in state and federal courts of appeal.
32. Share your approach when examining legal data to determining advisability of defending or prosecuting lawsuit.
33. Name a time when your patience was tested. How did you keep your emotions in check?
34. How do you balance cooperation with others and independent thinking? Share an example. (Try to determine if the candidate has a cooperative attitude or is otherwise good-natured.)
35. Walk me through how you advise clients concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits, or legal rights and obligations.
36. Share an experience in which you successfully coordinated with others. How about a coordination effort that was not as successful?
37. Share an experience in which your willingness to lead or offer an opinion helped your company.
38. What is the key to success when negotiating settlements of civil disputes? Share an example.
39. Describe methods you have found effective when preparing and draft legal documents, such as wills,

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deeds, patent applications, mortgages, leases, and contracts.

40. Provide a time when you worked in a rapidly evolving workplace. How did you deal with the change? (Make sure the candidate is flexible.)

41. Name a time when you conferred with colleagues with specialties in appropriate areas of legal issue to establish and verified bases for legal proceedings.

42. Name a time when your creativity or alternative thinking solved a problem in your workplace.

43. Tell me how you probate wills and represent and advise executors and administrators of estates.

44. Provide an experience in which you were sensitive to someone's needs or feelings. How did your helpfulness affect your work environment?

45. Provide an experience in which your ability to actively find ways to help people improved your company or your own work ethic.

46. Describe an experience when you acted as agent, trustee, guardian, or executor for businesses or individuals.

47. Name a time when you helped develop federal and state programs, drafted and interpreted laws and legislation, and established enforcement procedures.

48. In your experience, what is the key to developing a good team? (Look for how they build mutual trust, respect, and cooperation.)

49. What kind of experience do you have working in environmental law, representing public interest groups, waste disposal companies, or construction firms in their dealings with state and federal agencies?

50. Please share with me an example of how you helped coach or mentor someone. What improvements did you see in the person's knowledge or skills?