

DEPUTY CITY ATTORNEY

Salary Range: 22 (Management Salary Schedule)

DEFINITION

Under direction of the City Attorney, perform legal work related to municipal government operations; conduct legal research, prepare opinions, memoranda, administrative rules, and regulations and other legal documents; advise City departments, boards, and commissions; represents City in a variety of meetings, represent the City in litigation, and coordinate with outside counsel on business matters and litigation.

DISTINGUISHING CHARACTERISTICS

The incumbent shall be appointed "at-will" and exempt from classified service and serve at the pleasure of the City Attorney. This is a broad classification for non-classified attorneys encompassing entry, full journey and advanced journey level work. Initially, incumbents perform the more routine tasks and duties and work under close supervision. As experience is gained, and compensation increases based upon performance, incumbents perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise. As incumbents progress further in experience, and compensation increases based upon performance, incumbents perform the most difficult and responsible types of duties requiring the frequent use of a high degree of independent judgment.

SUPERVISION RECEIVED AND EXERCISED

The Deputy City Attorney receives direction and supervision from the City Attorney, and reports to the City Attorney.

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Confer with and advise City departments, boards, and commissions concerning their duties, powers, and functions; perform legal research and prepare written and oral opinions on various legal issues for presentation to the City Council, City departments and various boards and commissions.
- Provide legal support to assigned departments; prepare, draft and review ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments; review joint agency agreements, mutual aid agreements, grants, and various competitive bid documents.
- Provide opinions as to the legal acceptability of agreements, contracts, covenants, and other binding documents presented to the City for consideration by outside parties or agencies.
- Represent the City in litigation, or coordinate outside litigation counsel and supervise related activities; investigate claims and complaints against the City and take or recommend appropriate action.
- Make initial decisions concerning advisability to prosecute, compromise, or dismiss civil or criminal actions; discuss recommendations and related issues with the City Attorney.

- Assist in or prepare cases including those related to the Municipal Code for hearings, trials, and other judicial proceedings; represent the City in such proceedings.
- Review and analyze court rulings and legislation relative to their effect on municipal government operations; recommend changes in policies and procedures in order to meet current legal requirements.
- Represent the City at various City Council, board and commission meetings and in court as directed.
- Prepare and present training to City departments related to a variety of enforcement issues, public records access, and other legal matters.
- Respond to requests for information from the general public, City staff, outside agencies, and other interested parties; research requested information.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and procedures of civil law, particularly as they are related to municipal government, including civil and administrative procedures.
- Principles, methods and practices of legal research.
- Judicial procedures and rules of evidence.
- State and federal laws and constitutional provisions affecting municipal operations.
- Municipal government organization, structure, and functional responsibilities, including powers and limitations of city government.
- Organization, authority and operating procedures of a City Attorney's Office.
- Responsibilities and obligations of public officials and administrative agencies.
- Modern and highly complex principles and practices of municipal law.

Ability to:

- Learn ordinances, statutes, and court decisions relating to municipal corporations;
- Learn modern and highly complex principles and practices of municipal law;
- Learn organization, procedures, duties, powers, limitations, and authority of the City Attorney's office, City government, and other public agencies;
- Learn established precedent and sources of legal reference applicable to municipal and local agency activities;
- Represent the City in a wide variety of judicial and administrative proceedings;
- Establish precedents and sources of legal reference applicable to municipal activities.
- Prepare clear and concise documents including correspondence, memoranda, contracts, ordinances and resolutions.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Establish and maintain cooperative working relationship with the general public, staff, committee members, and public officials.

- Communicate clearly and concisely, both orally and in writing.
- Analyze and prepare a wide variety of legal documents.
- Organize, interpret, and apply legal principles and knowledge of legal problems; effectively apply legal knowledge and principles in court.
- Present statements of law, fact and argument clearly, logically and effectively.
- Represent the City in a wide variety of judicial and administrative proceedings.
- Analyze and prepare a wide variety of cases in court.
- Meet the physical requirements necessary to safely and effectively perform the assigned duties.
- Use computer technology and applications in the performance of daily activities.

Minimum Qualifications

Any combination of training, education, and experience which demonstrates an ability to perform the duties of the position. A Juris Doctorate from an accredited law school and active membership in the California Bar Association.

GENERAL QUALIFICATIONS

License Requirements

A valid California Class C driver license or higher is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements

The incumbent appointed to this class must be physically able to perform the duties of this position, including mobility to work in a standard office environment, use standard office equipment and attend off-site meetings; intermittently sit at a desk for long periods of time; walk, stand, bend, squat, twist and reach while performing office duties; lift light to moderate weights;. manual dexterity to use standard office equipment and supplies and operate a keyboard, manipulate single sheets of paper and large document holders (binders, manuals, etc.); vision to read handwritten and printed materials and a computer screen; hearing and speech to communicate in person and by telephone or radio.

Working Conditions

Employees may interact with members of the public in interpreting and enforcing City policies and procedures. The incumbent may be required to work various shifts on evenings, weekends, and holidays.

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This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.

Adopted: October 2012