



**MARCH 2016**  
**FLSA: EXEMPT**

## **DEPUTY CITY ATTORNEY I/II**

### **DEFINITION**

Under general direction, performs professional legal and administrative work for the City Attorney's office; provides legal research, advice and counsel to City staff, City Council and boards and commissions; reviews and drafts contracts, ordinances and other documents; assists with civil litigation processing and represents the City in court; and performs other duties as assigned.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Attorney. Exercises no direct supervision. Provides legal and functional direction to assigned legal support staff.

### **CLASS CHARACTERISTICS**

Deputy City Attorney I: This is the entry-level class in the series. Initially under close direction, incumbents with basic professional level experience perform routine professional legal work within the City Attorney's Office and assist the City Attorney in performing legal services. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform duties required of the positions at the II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Deputy City Attorney II: This is the fully competent level class in the series that performs the full range of professional legal work in the City Attorney's Office. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working more independently, and exercising a higher level of judgment and initiative. Incumbents receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of City. Incumbents may act as City Attorney in his or her absence as directed. This class is distinguished from City Attorney in that the latter has overall management responsibility for all legal activities at the City.

Positions in this series are flexibly staffed in order to meet legal service needs. Positions at the II level can be filled by advancement from the I level requiring three (3) additional years of experience and after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.

### **EXAMPLES OF TYPICAL JOB FUNCTIONS** (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Performs legal research and prepares written and oral opinions on various legal issues regarding City business.

- Attends meetings of City commissions and boards.
- Provides verbal and written legal and procedural advice on a daily basis to other City departments and prepares documents as needed.
- Represents the City, and its officers and employees, in litigation including preparation of pleadings, briefs and other litigation documents, court appearances, motion practice; partners with and supports outside counsel representing the City.
- Negotiates, prepares, drafts and reviews legal documents including contracts, ordinances, resolutions, agreements, leases and deeds; offers opinions as to legal adequacy.
- Monitors and analyzes current legislation, regulations, administrative law and case law for impact on City business and operations.
- Responds to citizen complaints and requests for information.
- Analyzes recent cases/legislations and recommends changes in policies and procedures to meet legal requirements.
- Prosecutes code enforcements actions.
- Attends and participates in professional group meetings and educational seminars; stays abreast of new trends and innovations in the field of public agency law.
- May act for the City Attorney as assigned.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Legal principles and procedures, including civil and administrative laws and procedures involving redevelopment, housing, zoning controls, and land use matters.
- Federal, State, and local laws statutes and ordinances with emphasis on civil, contract, and labor law.
- Federal, State, and local trial and appeal procedures and methods of case preparation and presentation.
- Legal principles, issues, and practices related to municipal government functions, including specific government operations and relevant legal issues.
- Court procedures and rules of evidence.
- Methods of legal research, including computer research.
- Techniques of business and legal writing and the standard format for court documents, legal memoranda, reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques.
- Record-keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

### **Ability to:**

- Provide sound legal advice to the City Council, commissions, committees, and departmental staff.

- Present legal information and advice clearly and persuasively in public sessions.
- Determine alternative legal and administrative approaches to solving problems.
- Analyze and prepare a wide variety of legal documents.
- Conduct research on legal problems and prepare sound legal opinions.
- Prepare and present cases, pleadings, and discoveries in court.
- Prepare accurate and effective reports, policies, procedures, and other written materials.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, businesses, professionals, and regulatory and legislative organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate office equipment and computer applications related to the work.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to possession of a Juris Doctorate degree from an accredited law school and active membership in good standing in the State Bar of California. Experience performing legal work in California in the practice of municipal or other government law is highly desirable.

Deputy City Attorney II: Three (3) years of practicing law, preferably in a public agency.

**Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact

with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.