



Deputy City Attorney

Purpose of the role:

Under general direction, performs a wide range of legal services of a routine to a complex nature in representing the City and providing advice and counsel to City staff, City Council, boards and commissions; conducts legal research and drafts legal documents; represents the City in criminal and civil litigation; and performs related duties as required.

Distinguishing Characteristics:

Incumbents in this class provide legal services and counsel on a wide range of legal issues for City departments, City Council, and official City boards and commissions. While expertise may be gained in a specialized area of municipal law, incumbents may be responsible for legal matters in any area as assigned by the City Attorney. Assignments will vary in difficulty and complexity based on incumbents' experience, expertise and demonstrated proficiency.

The Deputy City Attorney is distinguished from the Assistant City Attorney in that an incumbent in the latter class assists the City Attorney in management of the City Attorney's Office, attends meetings of and advises the City Council, City Planning Commission and other official City bodies, and handles complex cases involving sensitive local issues and having greater risk and consequences for the City.

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Essential Duties and Responsibilities:

- Provides legal advice to City departments, City Council (as directed), and certain boards and commissions on a wide range of municipal law; conducts research and provides opinions and advice regarding the duties, powers, functions and obligations of City departments and related bodies.
- Researches legal issues and statutory and case law; drafts and reviews opinions, ordinances, resolutions, contracts, leases, deeds and other legal documents and instruments; approves ordinances, resolutions and contracts as to form and legality.
- Represents the City in civil and criminal litigation, including code enforcement proceedings; under direction of the City Attorney, performs all phases of pretrial, trial and appellate work; develops litigation strategy, prepares briefs, drafts pleadings, motions and arguments, and conducts discovery and depositions; files motions and briefs; represents the City in court.
- Attends meetings of boards, commissions and committees as requested by the City Attorney; represents the City in administrative hearings before City bodies and state and federal agencies.

- Monitors and prepares comments on proposed federal and state legislation and regulations; recommends changes in City policies and practices in order to comply with legal requirements.
- Assists other attorneys in all phases of legal work on complex litigation.
- Responds to correspondence and public inquiries on legal matters related to City business.
- Maintains current knowledge of legal issues and precedents, in particular related to civil and administrative law; attends and participates in professional group meetings; participates in professional development activities; reads publications relevant to area of assignment.
- Performs related duties as required.

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles and practices of criminal, civil and administrative law, especially as they relate to municipal governments.
- Pleadings and effective practices and techniques in the presentation of court cases.
- Judicial procedures and rules of evidence.
- Principles, methods and techniques of legal research and investigation.
- Duties, powers, and limitations of a city government.
- Appellate practices.
- Legal precedents and court decisions impacting assigned litigation area.
- Municipal government organization, structure and functional responsibilities.
- Office procedures, methods, and equipment including computers and applicable software applications.

***Desired
Minimum
Qualifications:***

Ability to:

- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Prepare clear and concise legal documents, including but not limited to, briefs, ordinances, resolutions, correspondence and supporting documents.
- Conduct research on legal problems and prepare sound legal opinion.
- Present statements of fact, law and argument clearly and logically.
- Exercise sound, independent judgment within general policy guidelines and legal parameters.
- Represent the City effectively in hearings, courts of law and meetings.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

- Respond and perform assigned duties in the event of a City-declared emergency.

Competencies:

- Effective Communicator
- Strategic Thinker
- Results Oriented
- Problem Solver and Decision Maker
- Planner and Organizer
- Skill and Career Development Coach
- Technically Knowledgeable

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

**Education and
Experience
Guidelines:**

Experience:

Five years of experience in the practice of civil law and civil litigation defense, preferably in a municipal setting.

Licenses; Certificates; Special Requirements:

Current membership in the State Bar of California.

A valid class C California driver's license.

The conditions herein 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 job functions.

**Physical and
Environmental
Conditions:**

Physical: Sufficient physical ability to work in an office setting; sit, stand, walk, reach, twist, turn, kneel, bend, squat, and/or stoop for prolonged periods of time; perform duties requiring grasping, repetitive hand movement, and fine coordination; and operate office equipment. **Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate office equipment. **Hearing:** Hear in the normal audio range with or without correction.

Environment: Standard office setting; occasional court room environment.

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the final qualifications of incumbents within the position.*

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Date Adopted: 7/5/03

Date Revised: