

## CLASS SPECIFICATION

**Deputy City Attorney I**  
**Deputy City Attorney II**  
**Deputy City Attorney III**

### GENERAL PURPOSE

Under the direction of the City Attorney, performs professional legal work on behalf of the City including civil litigation; criminal prosecution under the Municipal Code; review and preparation of contracts, ordinances, resolutions and other legal documents; providing legal advice to City officials and staff on matters of significant public impact and visibility; and related work as required. Deputy City Attorneys are appointed and serve at the will of the City Attorney.

### DISTINGUISHING CHARACTERISTICS

Deputy City Attorney I is the entry level class in this professional series in which incumbents receive orientation and training and are expected to progress to the class of Deputy City Attorney II within a reasonable length of time. Deputy City Attorney II is the journey-level class in the professional legal series and requires greater initiative and independent judgment in performing more complex legal work with less supervision. Deputy City Attorney III is the class for advanced journey and supervisory level professionals. This class handles the most difficult and complex cases independently and without significant supervision, and supervises the work of attorneys in class I and II.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class, or otherwise assigned by the City Attorney.

1. Studies, interprets, and applies laws, court decisions, and legal authorities for use in the preparation of litigation cases, opinions, advice memorandums, and public presentations.
2. Prepares legal pleadings such as complaints, answers, demurrers, discovery, appeals, and judgments.
3. Confers with and advises Mayor, City Manager, City Council, department managers, and other City employees on legal questions pertaining to their respective powers, duties, and obligations.
4. Drafts ordinances, resolutions, and other legislative measures; represents the City in lawsuits by or against the City.
5. Prepares and/or reviews contracts, agreements, leases, and deeds for legality.
6. Engages in legal research as required.
7. Performs related work such as preparing petitions and dictating legal instruments, reports, and correspondence.
8. Performs other duties as assigned by the City Attorney or Assistant City Attorney.
9. Prepares appropriate pleading and other documents in litigation cases and represents the City in administrative and judicial proceedings, at the trial and appellate level.

## **OTHER DUTIES**

Deputy City Attorney III is the advanced level in the City Attorney's office. Incumbents handle the most difficult and complex cases are expected to use professional judgment and skill in performing work without significant supervision. They also must have the ability to effectively supervise the work of less experienced attorneys, paralegals and clerical staff.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Principles and practices of civil and administrative law, especially as they relate to municipal governments.
2. Litigation procedures, including pleading requirements, rules of court, and evidentiary rules.
3. State and federal court procedures and rules of evidence.
4. Interview techniques and methods and strategies for case preparation.
5. Pleadings and effective practices and techniques in the presentation of court cases.
6. Principles, methods and techniques of legal research and investigation.
7. State and federal political systems and the legislative process.
8. City Council procedures, filing requirements and deadlines, as well as parliamentary procedures found in Code provisions that govern Council proceedings.
9. Municipal Code, state and federal law and regulation, court decisions and other legal requirements applicable to municipal government functions, operations and staff.
10. The Brown Act, the Fair Political Practices Act, the Public Records Act and other state laws and court cases applicable to municipalities and public bodies.
11. City Code provisions, ordinances, policies and City Attorney opinions.
12. Operating, financial and legal problems and trends among municipal agencies.
13. Principles and practices of legal communication.
14. Responsibilities and obligations of public officials and administrative agencies in the State of California.
15. Principles and practices of public administration, including budgeting, financial planning, purchasing, contracting and maintenance of records.
16. Principles, practices and procedures of law office administration.
17. Principles and practices of effective management and supervision.
18. City human resources policies and procedures and labor contract provisions.

### **Ability to:**

1. Plan, organize and administer the activities of a municipal law office providing a wide range of legal advice and litigation services in diverse areas of the law.
2. Prepare legal briefs and other legal documents and instruments.
3. Define complex legal and organizational issues, perform legal research, analyze problems, evaluate alternatives and develop sound expert conclusions and recommendations.
4. Present statements of fact, law and argument clearly, logically and persuasively.
5. Represent the City effectively in negotiations and other dealings on behalf of the City and the City Council.
6. Exercise sound, independent judgment within general policy guidelines and legal parameters.
7. Interpret state and federal laws, regulations, legislation and constitutional provisions affecting municipal operations.
8. Develop sound litigation strategy and represent the City effectively in administrative proceedings, public hearings, courts of law and intergovernmental meetings.

9. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
10. Use effective written and oral communication skills, including explaining complex and unfamiliar principles to non-technical audiences.
11. Advocate for the City in presenting statements of fact, law and argument clearly, logically and persuasively.
12. Objectively and neutrally evaluate witnesses, legal materials and evidence.
13. Perform highly detailed work on multiple, concurrent tasks; work under changing and intensive deadlines with frequent interruptions.
14. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
15. Remain politically neutral on issues of public policy while providing legal advice that accounts for political considerations.
16. Conduct computer assisted legal research and investigation.
17. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned or upset individuals.
18. Establish and maintain effective working relationships with elected officials, City management and staff, officers of the court, litigants and their attorneys, complainants, representatives of other public agencies, business and community leaders, media representatives, City residents, the public and others encountered in the course of work.

#### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above at the level is graduation from a four-year college or university; graduation with a Juris Doctor degree from an accredited law school, admission to the State Bar of California; and:

#### **Deputy City Attorney I:**

1. 0 to 4 years of experience as an attorney in the practice of law in the State of California.

#### **Deputy City Attorney II:**

1. Four or more years of increasingly responsible experience as an attorney in the practice of public law and/or civil litigation.

#### **Deputy City Attorney III:**

1. Six or more years of experience as an attorney in the practice of public law and/or civil litigation.

Experience in other areas of law may be substituted for public law experience depending on applicability to current needs at the discretion of the City Attorney.

#### **Licenses; Certificates; Special Requirements:**

Current active membership in the Bar of the State of California in good standing and admission to practice before the State of California and Federal courts.

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands or arms. The employee frequently is required to walk and stand. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, color vision, the ability to distinguish basic colors and shades, depth perception and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; learn and apply new skills or information; perform highly detailed work on multiple concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with City officials, management, staff, the public and others encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.