

DEPUTY CITY ATTORNEY II

DEFINITION

Under general direction of the City Attorney or designee, performs difficult and responsible professional civil legal work and provides legal counsel to City staff, agencies, boards and commissions; performs other related work as required. This position may also be assigned to perform prosecutorial work on behalf of the City and/or the People of the State of California, similarly under the general direction of the City Attorney or designee.

DISTINGUISHING FEATURES

This is a journey level classification in the City Attorney series. Work in the class is distinguished from that of lower classes by the greater complexity of assignments received and by the greater independence with which an incumbent is expected to operate. Incumbents may represent the City in litigation, may negotiate on behalf of the City and may and may coordinate and oversee the work of lower level attorneys and support staff.

EXAMPLES OF DUTIES

1. Represents the City and its officers and employees in litigation as necessary, including preparation of pleadings, briefs, motions and other documents; appears before federal and state courts and administrative agencies.
2. Negotiates and drafts and/or approves ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments.
3. Performs legal research and prepares opinions considering the actions, powers, duties, functions and obligations of the City Council, City officials, departments and various agencies, boards and commissions.
4. Confers with and renders assistance to department heads in establishing departmental policies by applying legal points and procedures; recommends changes in policies and procedures to meet legal requirements.
5. Investigates claims and complaints against the City and may take or recommend appropriate action.
6. May attend meetings of City Council, Council Committees, Commissions, Boards, and Committees to advise on legal matters.
7. Represents the City Attorney at various board and commission meetings and in court as assigned.
8. Responds to citizen complaints and requests for information.
9. Assists with planning and organizing activities of the City Attorney's Office.
10. May assist in the supervision, training and evaluation of lower level attorneys and support staff.
11. Represent the City and/or the People of the California in prosecuting violations of state and/or local laws through criminal, civil and/or administrative proceedings.
12. Conduct public meetings, workshops and training session to provide community education.

EMPLOYMENT STANDARDS

Education/Experience

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

Education: Equivalent to a Juris Doctor degree from an accredited law school.

Experience: Three years of progressively responsible experience performing legal work in California including substantial experience in the practice of municipal or other government law one of which shall have been in a principal or lead capacity.

Knowledge

Knowledge of legal principles and practices including civil, criminal and administrative laws and procedures; judicial procedures and rules of evidence; methods of legal research; law and practices related to municipal government; principles and practices of public administration.

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Ability

Ability to effectively negotiate on behalf of and represent the City in a variety of legal matters; perform difficult and responsible legal work; provide legal advice and counsel; analyze, appraise, and apply legal principles and precedents to difficult legal problems; conduct legal research, prepare sound legal opinions and a variety of legal documents; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees, public officials, other departments and agencies and the general public; assist in the supervision, training and evaluation of designated staff.

Other Requirements

Bar Admission in any US State or territory and ability to obtain membership in the State Bar of California within twelve (12) months of employment.

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.

Selected positions may require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

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JK(HB)/ps: Human Resources Department

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