

DEPUTY CITY ATTORNEY I

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DEFINITION

Under general supervision of the City Attorney or designee, performs routine professional civil legal work and provides legal advice and 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 the entry level classification in the City Attorney series. Incumbents assist in the performance of City legal counsel duties and responsibilities.

EXAMPLES OF DUTIES

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Essential Duties

1. ~~4.~~ Assists in or prepares cases for hearings and may represent the City in such hearings.
2. ~~May represent the City and/or the People of the State of California in prosecuting violations of state and/or local laws through criminal, civil and/or administrative proceedings.~~
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. ~~2.~~ Assists and/or drafts and reviews ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments.
5. ~~3.~~ 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.
6. ~~4.~~ Analyzes and reports to affected city agencies proposed and enacted legislation and assists in attempting to secure passage or defeat of same.
- ~~5.~~ May investigate claims and complaints against the City and may take or recommend appropriate action.
7. ~~6.~~ ~~Assists in or prepares cases for hearings and may represent the City in such hearings.~~
- ~~7.~~ Responds to citizen complaints and requests for information.
- ~~8.~~ ~~May assist with planning and organizing activities of the City Attorney's Office.~~
8. ~~9.~~ May represent the City and/or the People of the State of California in prosecuting violations of state and/or local laws through criminal, civil and/or administrative proceedings.
10. ~~May conduct public meetings, workshops and training session to provide community education.~~
11. ~~Other related work as required.~~

Other Duties

1. ~~May assist with planning and organizing activities of the City Attorney's Office.~~
2. ~~May conduct public meetings, workshops and training session to provide community education.~~
3. ~~Other related work as required.~~

WORKING CONDITIONS

- Indoor office environment.
- Ambient office sounds and noises such as speaking, working office equipment, and software.
- Travel to court, off-site meetings, or other City locations.
- Requires attendance at evening meetings, such as City Council or Commission meetings, as needed

PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of printed and digital materials.

- Sitting or standing for extended periods while performing legal research, attending meetings, or in court.
- Hearing and speaking to exchange information and make presentations.
- Occasional lifting of materials such as files, binders, and legal documents (typically up to 25 pounds).

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: None required., ~~however,~~ ~~P~~practical legal experience is highly desirable. Such experience may include paid or unpaid externships, internships, fellowships or other part-time legal work.

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.

Ability

Ability to effectively represent the City in a variety of legal matters; perform routine professional 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.

Other Requirements

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.