

Salary Schedule	MOU	Benefits
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City of Alameda
Code No. 1018
Approved by C.S.B.
October 2, 2019

DEPUTY CITY ATTORNEY I

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

1. 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.
2. Assists and/or drafts and reviews ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments.
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.
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.
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.
11. May 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. May conduct public meetings, workshops and training session to provide community education.
13. Other related work as required.

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: At least one year of experience performing legal work is desirable.

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.

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JK: Human Resources Department

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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.