

ASSISTANT CITY ATTORNEY

DEFINITION:

The Assistant City Attorney works directly under the City Attorney/Redevelopment Agency General Counsel and may be called upon to cover all aspects of the City Attorney/General Counsel's duties in his/her absence; provides a wide range of legal services to all City Departments, City Council, Redevelopment Agency, Planning Commission, and to various boards and Committees; performs related duties as required.

DESCRIPTION OF DUTIES: The duties listed below are illustrative only of the duties performed by incumbents of this classification. It is not meant to be a complete and exhaustive list of all of the responsibilities of the classification.

1. Drafts ordinances, resolutions, contracts, deeds, leases, permits, licenses and other legal instruments.
2. Reviews and interprets Federal, State and City statutes, ordinances, rules, regulations, court decisions, laws and other legal authority; prepares and gives legal advice to City staff, City Council, Redevelopment Agency, Planning Commission Boards and Committees;
3. Handles tort claims and some litigation against the City and its officers, and employees; prepares pleadings, briefs, motions and other documents; appears before all Federal and State courts and administrative agencies.
4. Collects debts and damages due to the City.
5. Assists in the enforcement of City ordinances and building and fire codes.
6. Conducts legal research as needed.
7. Serves as the hearing officer for appeals of parking citations.
8. Assists in the field of employee relations and workers compensation.
9. Performs related duties and responsibilities as required.

QUALIFICATIONS:

Knowledge of legal principles and practices, including civil, criminal, and administrative law and procedures; rules of evidence; methods of legal research; legal documents normally processed in a City Attorneys office; municipal redevelopment and labor law and procedures; ordinances, statutes, and court decisions relating to municipal corporations; rules of order governing the conduct of public meetings; organization and operation procedures of a City Attorneys office; personal computers, including software programs, and their application to the City Attorneys office.

Ability to communicate clearly and concisely, orally and in writing; analyze and prepare a wide variety of legal documents; conduct research on legal problems and prepare sound legal opinions; prepare and present cases in court; advise City officials, commissions and boards on legal matters; negotiate contracts, leases, purchase and sale agreements, and development agreements; establish and maintain effective working relations with those contacted in the course of work; perform complex legal work with only occasional assistance; operate a personal computer and other standard office equipment; attend a variety of meetings associated with work; work occasional evenings as required.

EDUCATION AND EXPERIENCE:

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 is:

Graduation from an accredited law school; member in good-standing of the California State Bar; two to four years of relevant legal experience.