

Deputy City Attorney 1

CITY OF EMERYVILLE/MESA

Created: August, 2000

Revised; May 2002

FLSA Status: EXEMPT

DEPUTY CITY ATTORNEY

DEFINITION:

Under general supervision, performs civil legal work of a routine nature. The Deputy City Attorney represents the City by providing advice and counsel to City staff, Boards and Commissions; and represents the City in litigation. Performs related work as assigned.

Class Characteristics: The Deputy City Attorney is the entry level in the professional legal classification series, which serves at the pleasure of the City Attorney. This position is at-will, and not considered covered by the City's competitive service. The work may be related to any of a number of civil areas and may include providing legal services for one or more City departments and their associated elected or appointed Boards and Commissions and includes involvement in litigation. This class is distinguished from Assistant City Attorney in that the latter is a journey level job that requires the competence to function with greater independent with responsibility for more complex legal work.

Duties and Responsibilities: The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all of the duties and responsibilities of the classification.

Confers and advises certain City departments concerning their respective duties, powers, functions and obligations.

Researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents.

Represents the City in court cases encompassing a wide variety of subject matters, including all phases of pretrial, trial and appellate work.

Represents the City in administrative hearings before City boards and commissions, and state and federal agencies.

Assists other attorneys in all phases of legal work on more complex litigation.

Attends meetings of the City Council, boards, and commissions as requested by the City Attorney.

Performs related work as assigned.

QUALIFICATIONS:

Knowledge of principles, practices and effective techniques in the presentation of court cases; judicial procedures and rules of evidence; principles, methods and techniques of legal research and investigation; Responsibilities and obligations of public officials and administrative agencies; municipal government organization, structure and functional responsibilities.

Ability to define issues, perform legal research; analyze problems, evaluate alternatives and make sound recommendations; present statements of fact, law and argument clearly and logically; Exercise sound, independent judgment within general policy guidelines and legal parameters; interpret state and federal laws and constitutional provisions affecting municipal operations; establish and maintaining effective working relationships with those contacted in the course of the work; represent the City effectively in hearings, courts of law and meetings with others; prepare clear, concise and competent resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials.

EDUCATION/EXPERIENCE:

Any combination of education and experience that would likely produce the required knowledge and abilities is qualifying. A typical way to qualify is:

Graduation from an accredited law school, and responsible relevant experience which demonstrates the knowledge, skills and abilities required.

Special Requirements:

Valid California driver's license and have a satisfactory driving record/demonstrate the ability to make appointments on short notice, travel significant distances on City business. Must be a current member of the California State Bar Association. Must be willing and able to attend evening meetings.