

CITY OF OCEANSIDE

JANUARY 2006  
CLASS CODE: 1330UM  
UNIT: UNREP/MID-MGMT

### **SUPERVISING DEPUTY CITY ATTORNEY**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **DEFINITION**

Under direction of the City Attorney, supervises the Deputy City Attorney staff in the City Attorney's Department; performs professional legal work, including advising municipal departments, officers and specified employees; conducts research; drafts ordinances, contracts and other documents; handles civil litigation and administrative hearings; and performs other related work as assigned.

**EXAMPLES OF DUTIES** – *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Assigns work and supervises professional staff performing legal work; provides or coordinates staff training; directs, coordinates, and reviews the work of assigned staff; prosecutes infractions and misdemeanor violations of City Codes and Ordinances; litigates civil actions; interviews complainants, witnesses and police officers; performs legal research; prepares pleadings and motions; makes determinations on advisability of prosecuting, compromising or dismissing cases; presents civil actions in court; acts as legal advisor to the Police Department and other City departments; responds to subpoenas, public records requests and requests for release of police personnel records (discovery motions); renders oral and/or written opinions on applicability and interpretation of City, State and Federal laws; drafts and reviews ordinances, resolutions and contracts; responds to inquiries from citizens regarding City policies, procedures and practices; and attends meetings of boards, committees and commissions as requested.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

California and Federal criminal and civil statutory and case law.  
Principles, practices and methods of legal research and litigation.  
Judicial procedures and the rules of evidence.  
Civil litigation and trial procedures.  
Principles and techniques of supervision.

##### **Ability to:**

Analyze and interpret legal documents, contracts, resolutions and instruments.  
Analyze and organize facts, present evidence and other material in written or oral form.  
Establish and maintain effective working relationships with officials and employees of the City, court officials and the general public.

**CITY OF OCEANSIDE**

**Supervising Deputy City Attorney** *(Continued)*

Research and draft legal opinions.

Analyze and apply principles of law to difficult or complex legal questions.

Plan, assign, and supervise the work of subordinate staff.

Litigate civil or municipal actions in State and federal courts.

Provide clear legal advice to government staff.

Maintain regular and consistent office attendance and attention to duties.

**Experience and Training Qualifications**

**Experience:**

At least three years of experience as a practicing attorney, either in a governmental agency or in a private practice involving representation of municipal governmental agencies pertaining to public law and civil litigation, including supervisory experience.

**Training:**

Graduation from law school with a Juris Doctor degree.

**License:**

Member in good standing of the State Bar of California; and a current, valid, California driver's license.