

ASSISTANT CITY ATTORNEY
(UNCLASSIFIED)

*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, to assist in the direction of the City Attorney's Office; to perform professional legal work, including advising municipal departments, officers and specified employees; to conduct research; to draft ordinances, contracts and other documents; to handle civil litigation and administrative hearings; and to perform related duties as required.

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.*

Assists the City Attorney in planning and directing the work of professional attorneys involved in advising the City Council and other City officials; assists or performs the necessary research work and the preparation of briefs for the trial of cases and conducts administrative hearings; performs legal work involved in the purchase and sale of real property by the City; renders legal opinions to the City Manager and department directors; confers with citizens, City officials and their representatives and interested parties on legal matters; prepares briefs and pleadings and presents and argues cases in court; drafts ordinances, resolutions, motions and other legal documents; interprets and furnishes information regarding City ordinances; and supervises subordinate professional and support staff.

MINIMUM QUALIFICATIONS

Knowledge of:

- Duties, powers, limitations and authority of Municipal Corporations;
- Civil and criminal law, local laws and ordinances of established precedents and of sources of legal reference;
- Principles, methods and practices of legal research and investigation and their application to administrative and civil law;
- Pleading and practice of effective presentation of court cases;
- Methods and techniques of administering a law office;
- Judicial procedures and the rules of evidence; and
- Finance, Personnel, conflict of interest, public contract, land use, environmental, redevelopment and other relevant laws.

Ability to:

- Research and draft opinions;
- Analyze and draft legal documents and instruments;

- Appraise and organize facts and present evidence and other material clearly and logically in written or oral form;
- Analyze and apply principles of relevant law to difficult and/or complex legal questions;
- Prepare, present and conduct lawsuits and appeals thereof effectively;
- Apply principles of personnel management and supervision; and
- Establish and maintain effective working relationships with other officials and employees of the City, court officials and the general public.

Experience and Training Guidelines

Experience: At least five years of experience as a practicing attorney, either in a governmental agency or in a private practice involving representation of local governmental agencies or pertaining to government-related civil law.

Special Licenses and Certificates: Member in good standing in the California State Bar.

WORKING CONDITIONS

Environmental Conditions: Pending update.

Physical Conditions: Pending update.