

CITY OF OCEANSIDE

REVISED: JANUARY 2006
JOB CODE: MGR38, MGR39
UNIT: UNREP/MID-MGMT

DEPUTY CITY ATTORNEY I
DEPUTY CITY ATTORNEY II
(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.

CLASS CHARACTERISTICS

Deputy City Attorney I - This is an entry-level class in this series. The training period allows the incumbent to learn City codes and ordinances and prosecute the least complicated cases.

Deputy City Attorney II - This is the journey level class in this series. Incumbents at the I level who are fully trained and competent may be advanced to the II level at the discretion of the City Attorney.

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.*

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.

Skill in:

- Presenting civil and cases in court.
- Providing clear advice to clients, particularly municipal departments and law enforcement agencies.

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; and
- Establish and maintain effective working relationships with officials and employees of the City, court officials and the general public;
- Research and draft legal opinions;
- Analyze and apply principles of law to difficult or complex legal questions;
- 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:

Deputy City Attorney I - One year of civil law or litigation experience, preferably in municipal or public law.

Deputy City Attorney II - 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.

Training: Graduation from law school with a Juris Doctor degree.

License: Member in good standing of the State Bar of California. A current, valid California driver's license.

WORKING CONDITIONS

Environmental Conditions: Office environment; exposure to computer screens.

Physical Conditions: Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.