

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.
- 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.