

ASSISTANT CITY ATTORNEY

DEFINITION

To provide a wide range of professional legal services to all City departments, the City Council and various boards and commissions.

DISTINGUISHING CHARACTERISTICS

This is the highest level of the Attorney series. This class may be distinguished from the next lower class of Deputy City Attorney II by the level of independent judgement exercised and the difficulty and complexity of work performed. In addition, this position is expected to provide expert advice and assistance to less experienced attorneys on complex legal problems.

SUPERVISION RECEIVED

General direction is provided by the City Attorney.

SUPERVISION EXERCISED

Technical or functional supervision is provided to professional and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Perform legal research and prepare written and oral opinions on various legal problems for City departments, the City Council, and various boards and commissions.

Confer with and render assistance to department directors in establishing departmental policies by applying legal points and procedures; recommend changes in policies and procedures in order to meet legal requirements.

Prepare, draft and review ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments, and offer opinions as to legal acceptability when presented to the City for consideration by an outside agent or agency.

Prepare cases for court and jury trials and serve as lead trial attorney.

Coordinate with and provide direction to outside counsel.

Investigate claims and complaints against the City and take or recommend appropriate action.

ESSENTIAL DUTIES (continued):

Assist in or prepare cases for hearings and represent the City in such hearings.

Represent the City Attorney at various City Council and board and commission meetings and in court when necessary.

Assist in the supervision of the clerical staff and subordinate professionals.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Legal principles and practices, including civil, criminal, constitutional, and administrative law and procedure.

Methods of legal research.

Judicial procedures and rules of evidence in state and federal courts.

Ordinances, statutes and court decisions relating to municipal corporations.

Organization and operating procedures of a City Attorney's office.

Ability to:

Analyze a wide variety of legal issues.

Conduct research on legal problems and prepare sound legal opinions.

Communicate clearly and concisely, orally and in writing.

Analyze or prepare a wide variety of legal documents.

Prepare and present cases.

Perform legal work requiring the use of independent judgment.

Work independently in the absence of supervision.

Establish and maintain cooperative relationships with those contacted in the course of work.

Assist in the supervision and training of subordinate clerical and professional staff.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Five (5) years of experience performing duties comparable to those of an Attorney for the City of Hayward.

Education: Possess a Juris Doctor Degree from an accredited law school.

Licenses and Certificates: Possess and maintain a valid California Driver's License. Membership in the State Bar of California.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; safely drive to various locations throughout the City and County to manage, direct, coordinate and/or participate in meetings and community events in a variety of community settings and weather conditions; make effective presentations to public audiences; conduct City business during day and evening hours, including occasional weekend and irregular hours; grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; stand, walk, reach, bend and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and before small and large groups, and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) year

1134CS84

June 1973

Revised December 1980

Revised June 1984

Revised February 2016

AAP Group: 4

FPPC Status: Designated

FLSA Status: Exempt