

DEPUTY CITY ATTORNEY I/II

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

Deputy City Attorney I – This is an entry level class in the legal series. Attorneys in this class are generally assigned to more routine professional legal tasks. Under the training concept, positions allocated to the Deputy City Attorney II level, which become vacant may reasonably be filled at the I level.

Deputy City Attorney II – This is the journey level class in the legal series. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, requires prior municipal legal experience. Appointment to the II level requires that the incumbent perform some of the more difficult and complex professional legal tasks involving a wide variety of municipal legal subjects with only occasional instruction or assistance.

SUPERVISION RECEIVED

Deputy City Attorney I – General supervision is provided by the City Attorney. Functional supervision may be provided by the Assistant City Attorney or Deputy City Attorney II.

Deputy City Attorney II – Direction is provided by the City Attorney. Functional supervision may be provided by the Assistant City Attorney.

SUPERVISION EXERCISED

Deputy City Attorney I – May provide technical or functional supervision to legal technical or clerical staff.

Deputy City Attorney II – May provide technical or functional supervision to less experienced professional staff and legal technical or clerical staff.

ESSENTIAL DUTIES

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

ESSENTIAL DUTIES (continued):

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

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

Represent the City in civil actions brought by or against the City.

Investigate claims and complaints by or against the City and recommend action to be taken.

Prepare cases for administrative hearings and represent the City in such hearings.

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

Respond to citizen complaints and requests for information.

Represent the City in the community and at professional meetings as required.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Deputy City Attorney I

Knowledge of:

Legal principles and practices, including civil, criminal, and administrative law and procedures.

Judicial procedures and rules of evidence.

Methods of legal research.

Ability to:

Communicate clearly and concisely, orally and in writing.

Analyze and prepare a wide variety of legal documents.

Conduct research on legal problems and prepare sound legal opinions.

Prepare and present cases in court.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Deputy City Attorney I (continued):

Ability to (continued):

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

Deputy City Attorney II

Knowledge of:

Real estate, zoning and labor law and procedures.

Ordinances, statutes, and court decisions relating to municipal corporations.

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

Legal principles and practices, including civil, criminal, and administrative law and procedures.

Litigation experience

Ability to:

Perform legal work involving the use of independent judgement.

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:

Deputy City Attorney I:

Experience: None.

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

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

Deputy City Attorney II:

Experience: Two (2) years of experience performing duties comparable to those of a

EXPERIENCE AND EDUCATION (continued):

Deputy City Attorney I for the City of Hayward.

Deputy City Attorney II (continued):

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

Licenses and Certifications: 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

1178/1179CS84

Revised February 2016

AAP GROUP: 4

FPPC STATUS: Attorney I - Non-Designated; Attorney II - Designated

FLSA STATUS: Exempt