

DEPUTY CITY ATTORNEY I  
DEPUTY CITY ATTORNEY 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 AND EXERCISED

Direction is provided by the City Attorney. Functional supervision may be provided by the Assistant City Attorney or Deputy City Attorney III.

Technical or functional supervision may be provided to legal clerical staff.

EXAMPLES OF DUTIES – Depending upon assignment, duties may include, but are not limited to, the following:

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

EXAMPLES OF DUTIES (continued)

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.

## 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.

#### Ability to (continued):

Conduct research on legal problems and prepare sound legal opinions.

Prepare and present cases in court.

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

**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 to obtain the equivalent of a Juris Doctor degree from an accredited law school.

**License or Certificate**

Membership in the State Bar of California.

**Deputy City Attorney II**

In addition to the requirements for Deputy City Attorney I:

**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.

**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 two years of experience performing duties comparable to those of Deputy City Attorney I for the City of Hayward.

PROBATIONARY PERIOD: One year

1178/1179CS84

AAP GROUP: 4

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

FLSA STATUS: Both positions Exempt