



May 2019
FLSA: Exempt

DEPUTY CITY ATTORNEY I/II

DEFINITION

Under general supervision/direction, performs various professional legal services and provides assistance and advice to all City departments, City Council, and various boards, committees, and commissions as assigned; prepares and presents pleadings and discoveries before Federal and State courts and various governmental agencies; represents the City in municipal law matters; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision/direction from the City Attorney. Exercises technical and functional direction over and provides training to legal support and professional staff.

DISTINGUISHING CHARACTERISTICS

Deputy City Attorney I: This is the entry-level class in the Deputy City Attorney series. Initially under close direction, incumbents with basic professional legal experience perform analytical and technical work within the City Attorney's Office. As experience is gained, assignments become more varied and are performed with greater independence. Positions at this level usually perform most of the duties required of the positions at the II level but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods.

Deputy City Attorney II: This is the full journey-level class in the Deputy City Attorney series that performs the full range of professional legal work in all of the following areas: claims, public contracts, code enforcement, land use, rent control, public works, and other matters. Positions at this level are distinguished from the I level by the performance of the full range of duties as assigned, working more independently, and exercising a higher level of judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from City Attorney in that the latter has overall responsibility for all City Attorney functions and for developing, implementing, and interpreting public policy.

Positions in the Deputy City Attorney class series are flexibly staffed and positions at the II level are normally filled by advancement from the I level requiring two (2) additional years of experience and after gaining the knowledge, skill, and experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class. When filled from the outside, the employee is required to have four (4) years of prior related experience that allows the employee to meet the qualification standards for the II level.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Prepares and processes pleadings and discoveries; appears in Federal and State courts.
- Negotiates, prepares, drafts, and reviews acquisitions, dispositions, and development agreements, interagency cooperative agreements, contracts, deeds, leases, ordinances, resolutions, and other legal

documents and instruments related to redevelopment and housing projects, City and Redevelopment Agency-owned real estate, public works and community services projects, and planning and land use matters.

- Performs legal research and prepares written and oral opinions on various legal issues for the City Council, all City departments, and various boards, commissions, and committees.
- Receives, reviews, and processes various reports and records, including invoices for legal fees, contracts, legal pleadings, medical records, certificates of insurance, resolutions, ordinances, correspondences, court cases, new or proposed legislation, and labor agreements.
- Represents the City Attorney at City Council, board, commission, and committee meetings.
- Serves as a liaison for an assigned functional area with other City departments, divisions, and outside agencies.
- Assists Department Heads and staff in establishing operational policies by developing and applying legal points and procedures; recommends changes to department policies and procedures to meet changing legal requirements.
- Meets and negotiates with outside parties in matters arising out of claims, property transactions, and other City business.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of municipal law; researches emerging products and enhancements and their applicability to City needs.
- Monitors changes in regulations and technology that may affect the assigned function; implements policy and procedural changes after approval.
- Maintains accurate files, databases, and records; prepares a variety of written reports, memoranda, and correspondence.
- Performs other related duties as assigned.

JOB-RELATED QUALIFICATIONS

Knowledge of:

- Legal principles and procedures, including civil and administrative laws and procedures involving redevelopment, housing, zoning controls, and land use matters.
- Federal, State, and local laws statutes and ordinances with emphasis on civil, contract, and labor law.
- Federal, State, and local trial and appeal procedures and methods of case preparation and presentation.
- Legal principles, issues, and practices related to municipal government functions, including specific government operations and relevant legal issues.
- Court procedures and rules of evidence.
- Methods of legal research, including computer research.
- Business letter writing and the standard format for reports and correspondence.
- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques.
- Record-keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Provide sound legal advice to the City Council, commissions, committees, and departmental staff.
- Present legal information and advice clearly and persuasively in public sessions.
- Determine alternative legal and administrative approaches to solving problems.
- Analyze and prepare a wide variety of legal documents.
- Conduct research on legal problems and prepare sound legal opinions.
- Prepare and present cases, pleadings, and discoveries in court.
- Prepare accurate and effective reports, policies, procedures, and other written materials.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, businesses, professionals, and regulatory and legislative organizations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to a Juris Doctorate degree from an accredited school of law, preferably with a specialization or emphasis on municipal law in areas such as labor relations, land use, environmental, and/or administrative law.

Assistant City Attorney I: Two (2) years of professional experience in municipal law.

Assistant City Attorney II: Four (4) years of professional experience in municipal law or two (2) years equivalent to an Assistant City Attorney I at the City of East Palo Alto.

Licenses and Certifications:

- Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.
- Possession of a valid California State Bar License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.