

ASSISTANT CITY ATTORNEY (MM)

DEFINITION

Assists the City Attorney and performs assigned professional legal work of varying difficulty in research, consultation, court trials, and hearings.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Prepares contracts, agreements, leases and licenses for various City departments. Provides legal representation for the City, including trials, in State municipal, superior and appellate courts and Federal court. Represents the City in proceedings before Federal, State and local judicial and quasi-legislative commissions, including unemployment insurance hearings fair employment hearings, bankruptcy court, arbitration and workers compensation judges. Represents the City and its officers in personnel matters, including grievance procedures and hearings, before the Personnel Board. Conducts legal research and witness interview, prepares pleadings, briefs, memoranda of points and authorities, writs, motions and appeals in both civil and criminal cases. Drafts ordinances, resolutions and other legal documents. Interprets and applies statutes, ordinances, case law, and administrative regulations in issuing legal opinions for City departments. Attends meetings, conferences and planning sessions to serve as legal representative for City departments. Assists citizens by answering legal questions related to the interpretation of City ordinances. Serves as legal advisor to City commissions and boards in their meetings and hearings. Assists the City Council and department heads in policy decisions regarding Federal, State and local programs. Advises and instructs department heads and other supervisors regarding personnel practices. Advises Risk Management regarding minimizing liability exposure and processing tort claims. Performs other functions as assigned.

MINIMUM OR DESIRED QUALIFICATIONS

Education: Possesses at minimum a degree of Juris Doctor.

Professional Licensing: Admission to membership in the California State Bar Association.

Experience: Experience in the practice of public corporation law.

Knowledge of civil and criminal law and local laws and ordinances; established precedents and sources of legal reference; the principles, methods and practices of legal research and investigations; pleadings and practices of effective presentation of court case; judicial procedures and the rules of evidence.

Ability to manage and minimize litigation and associated costs; analyze legal documents and instruments; appraise and organize facts to present evidence and other material in written or oral form; establish and maintain effective working relationships with other officials and employees of the City, court officials and the general public; communicate well verbally and in writing. Ability to use computer equipment and appropriate software.

ORGANIZATIONAL RELATIONSHIPS

City Attorney

Chief Assistant City Attorney

Senior Assistant City Attorney

Assistant City Attorney

Deputy City Attorney

Legal Assistant

Law Clerks

Legal Secretary I

Title changed to Assistant City Attorney via Reso 97-028 effective 7/1/97. Previous title was Deputy City Attorney II.

ADA Approved: 12/94