

CITY OF SANTA ANA  
JOB DESCRIPTION

JOB TITLE

Chief Assistant City Attorney (MM)

JOB CODE

01650

DEPARTMENT

City Attorney

TITLE OF IMMEDIATE SUPERVISOR

City Attorney

JOB SUMMARY

Assists the City Attorney in the provision and supervision of all legal work for the City, Redevelopment Agency, Housing Authority and Industrial Development Authority. Serves as Acting City Attorney in his absence.

TASK #

DESCRIPTION

- 1 Provides written and oral legal advice to City Council, members of boards and commissions, and City employees.
- 2 Prepares various types of legal documents, including contracts, ordinances, resolutions, etc.
- 3 Litigation.
- 4 Supervises, reviews and revises, as necessary, the work of Deputy City Attorneys.
- 5 Reviews and updates rules and regulations necessary for municipal compliance with state and federal laws, including the Environmental Quality Law, the Fair Political Practices Act, the Sub-division Map Act, General Plan laws, etc.
- 6 Performs other functions as assigned.

MINIMUM OR DESIRED QUALIFICATIONS

Education: Graduation from an accredited law school.

License: State Bar of California.

Knowledge of: State and local government law, redevelopment law, and property law, as well as familiarity with provisions of the California Environmental Quality Act and the Fair Political Practices Act.

Ability to: Prepare legal documents, supervise the work of Deputy City Attorneys, perceive potential legal problems and recommend appropriate preventive measures.

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 Chief Assistant City Attorney  
Via Reso 97-028, effective 7/1/97.

Previous title was Assistant City Attorney (MM).