

DEPUTY CITY ATTORNEY I
DEPUTY CITY ATTORNEY II

DEFINITION

To perform a wide range of professional legal services related to municipal government operations in a variety of civil and criminal matters; to conduct legal research and prepare opinions, memoranda, contracts, ordinances and other legal documents; to advise City departments, boards and commissions; and to represent the City in a variety of litigation matters.

DISTINGUISHING CHARACTERISTICS

Deputy City Attorney I – This is the entry level class in the Deputy City Attorney series. This class is distinguished from the journey level by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters allocated to the journey level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Deputy City Attorney II – This is the journey level class within the Deputy City Attorney series and is distinguished from the I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

This class is distinguished from that of the Senior Deputy City Attorney in that the latter is an advanced journey level class responsible for complex and difficult legal matters and litigation, highly sensitive issues, and exercises technical and functional supervision over professional staff.

SUPERVISION RECEIVED AND EXERCISED

Deputy City Attorney I

Receives general supervision from the City Attorney; may receive technical and functional supervision from higher level professional attorney staff.

Exercises technical and functional supervision over paralegal and support staff as appropriate.

Deputy City Attorney II

Receives direction from the City Attorney.

Exercises technical and functional supervision over paralegal and support staff as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Confer with and advise City departments, boards, and commissions concerning their duties, powers, and functions; perform legal research and prepare written and oral opinions on various legal issues for presentation to the City Council, City departments and various boards and commissions.

Provide legal support to assigned departments; prepare, draft and review ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments; review joint agency agreements, mutual aid agreements, grants, and various competitive bid documents.

Provide opinions as to the legal acceptability of agreements, contracts, covenants, and other binding documents presented to the City for consideration by outside parties or agencies.

Represent the City in litigation and supervise related activities; investigate claims and complaints against the City and take or recommend appropriate action.

Make initial decisions concerning advisability to prosecute, compromise, or dismiss civil or criminal actions; discuss recommendations and related issues with the City Attorney.

Assist in or prepare cases including those related to the Municipal Code for hearings, trials, and other judicial proceedings; represent the City in such proceedings.

Review and analyze court rulings and legislation relative to their effect on municipal government operations; recommend changes in policies and procedures in order to meet current legal requirements.

Represent the City at various City Council, board and commission meetings and in court as directed.

Prepare and present training to City departments related to a variety of enforcement issues, public records access, and other legal matters.

Respond to requests for information from the general public, City staff, outside agencies, and other interested parties; research requested information.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Deputy City Attorney I

Knowledge of:

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

Judicial procedures and rules of evidence; methods of legal research and analysis.

Statutes and court decisions relating to municipal government operations; Public Records Act; Brown Act and conflict of interest laws; tort law and liability insurance litigation.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and visual presentation.

Ability to:

Perform professional legal work related to municipal government operations.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Learn ordinances, statutes and court decisions relating to municipal corporations.

Learn the organization, operating procedures, duties, powers, limitations and authority of City government and the City Attorney's Office.

Learn established precedents and sources of legal reference applicable to municipal activities.

Represent the City in a wide variety of judicial and administrative proceedings; prepare and present cases.

Analyze a wide variety of legal issues; organize, interpret and apply legal principles and knowledge of legal problems; analyze and prepare a wide variety of legal documents.

Apply legal knowledge and principles in court; conduct research on legal problems and

prepare sound legal opinions.

Communicate clearly and concisely, both orally and in writing.

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

Experience and Training

Experience:

One year of responsible professional legal experience, preferably in municipal law.

AND

Training:

A Juris Doctorate from an American Bar Association accredited law school.

License or Certificate

Possession of a valid California driver's license upon date of appointment.

Active membership, in good standing, in the State Bar of California.

Deputy City Attorney II

In addition to the qualifications for the Deputy City Attorney I:

Knowledge of:

Municipal government operations, including zoning, planning, real property, labor and employment, environmental, public contracting, public safety, code enforcement and civil and criminal procedures.

Ordinances, statutes and court decisions relating to municipal corporations.

Organization, operating procedures, duties, powers, limitations and authority of City government and the City Attorney's Office.

Established precedents and sources of legal reference applicable to municipal activities.

Ability to:

Independently perform a wide range of professional legal work related to municipal government operations.

Experience and Training

Experience:

Two years of professional experience performing duties similar to that of a Deputy City Attorney I with the City of Roseville. Experience in local government (City or County) related legal work is preferred.

AND

Training:

A Juris Doctorate from an American Bar Association accredited law school.

License or Certificate

Possession of, a valid California driver's license upon date of appointment.

Active membership, in good standing, in the State Bar of California.

06-04-15

08-25-12

02-22-07

01-22-99

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