

## **ASSISTANT CITY ATTORNEY**

### **Definition**

To provide a wide range of professional legal services to the City Council, boards and commissions, the City Manager, and department heads, as directed by the City Attorney. To represent the City Attorney when absent or as requested.

### **Supervision Received and Exercised**

General direction and supervision is provided by the City Attorney.

Technical or functional supervision is provided to City Attorney Office staff and outside counsel/consultants.

### **Examples of Duties**

Duties may include, but are not limited to, the following: Perform legal research and prepare written oral opinions on various legal problems for the City Attorney, City Manager, City Departments and City Council, boards and commissions; confer with and render assistance to department heads in order to comply with applicable legal requirements; analyze and interpret City ordinances, policies, and procedures; prepare cases for civil, criminal and administrative hearings and represent the City at trial and at hearings; monitor, supervise and assist in cases handled by outside counsel; prepare, draft, and review ordinances, resolutions, contract, deeds, leases and other legal instruments; act as legal counsel during City Council, board and commission meetings as required; provide legal advise at various departmental meetings and meeting with outside agencies; investigate claims and complaints against the City and take or recommend appropriate action; work with the Code Enforcement Officer in preparing City code violation cases for administrative, civil or criminal prosecution; advise the public in response to questions regarding City ordinances, policies and procedures, and respond to citizen complaints and requests for assistance regarding City matters; perform such related duties assigned by the City Attorney.

### **Employment Standards**

### **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:

*Experience:* Trial experience required. Municipal law experience performing duties comparable to those of a City Attorney or Assistant City Attorney is highly desirable.

*Education:* Equivalent to a Juris Doctorate Degree from an accredited law school.

### **Knowledge and Abilities**

*Knowledge of:* Legal principles, practices, and procedures, including civil, criminal, constitutional and administrative law; applicable Federal, State and local statutes, rules, regulations, and case law pertaining to local government and specifically, municipal corporations; methods of legal research and writing; experience with CD-ROM and WESTLAW computerized legal research systems is beneficial, but not required; principles and practices of organization and public administration; organization and operating procedures of a City Attorney's Office; word processing systems and other pertinent computer programs.

*Ability to:* Analyze a wide variety of legal issues; conduct research on legal problems and prepare sound legal opinions; communicate clearly and concisely, orally and in writing; analyze and/or prepare a wide variety of legal documents; prepare and present civil, criminal and administrative cases; perform legal work requiring the use of independent judgment; properly interpret and make decisions in accordance with codes, statutes, regulations and policies.

### **License(s) and/or Certificate(s)**

Membership in the State Bar of California.