

## DEPUTY CITY ATTORNEY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, provides a wide range of legal services; analyzes complex legal issues, evaluates alternative approaches to problems, and implements sound solutions; prepares legal opinions, pleadings, ordinances, resolutions, contracts, leases, staff reports, and similar documents; represents the City in criminal, civil, and administrative proceedings and in transactional matters; and responds to inquires from City officials, City staff, community organizations, state and local agencies, and the general public.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Research and analyze legal issues and statutory and case law; draft and review opinions, ordinances, resolutions, contracts, leases, deeds and other legal documents and instruments; approve ordinances, resolutions and contracts as to form and legality.
2. Represent the City in civil, criminal, and administrative proceedings and in transactional matters; perform all phases of pretrial, trial and appellate work; develop litigation strategy, prepare briefs, drafts pleadings, motions and arguments, and conduct discovery and depositions; file motions and briefs; represent the City in court.
3. Provide legal advice to City departments, City staff, City officials, and certain boards and commissions on a wide range of municipal law; conduct research and provide opinions and advice regarding the duties, powers, functions and obligations of City departments and related bodies.
4. Respond to staff inquiries regarding the legality of specific issues, questions on policy, interpretation of Antioch Municipal Code, and related matters.
5. Assist code enforcement efforts involving nuisances or uninhabitable properties; prepare notices and orders; follow-up on enforcement efforts; advise City staff.
6. Attend meetings of boards, commissions, and committees as requested by the City Attorney; review staff reports and resolutions including those for the Planning Commission; provide staff with feedback and comments.
7. Review insurance information and contracts submitted by all City departments to the City Attorney's Office.
8. Prepare gun forfeiture petitions for the Police Department; attend hearings and prepare Police Officer witnesses.
9. Prepare oppositions to Pitchess motions and attend related court hearings.

10. Respond to correspondence and public inquiries on legal matters related to City business.
11. Maintain current knowledge of legal issues and precedents; attend and participate in professional group meetings; participate in professional development activities; read publications relevant to area of assignment.
12. Perform related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

- Principles and practices of criminal, civil and administrative law, especially as they relate to municipal governments.
- General, municipal, and public contract law.
- Principles, methods and techniques of legal research and investigation.
- Municipal government organization, structure and functional responsibilities.
- Judicial procedures and rules of evidence.
- Legal precedents and court decisions related to assignments.
- Appellate practices.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

- Define legal issues, collect and analyze information, and recommend action.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Prepare clear and concise legal documents, including but not limited to, briefs, ordinances, resolutions, correspondence, and supporting documents.
- Conduct research on legal problems and prepare sound legal opinion.
- Present statements of fact, law, and argument clearly and logically.
- Exercise sound, independent judgment within general policy guidelines and legal parameters.
- Represent the City effectively in hearings, courts of law, and meetings.
- Read, understand, interpret, apply, and explain codes, regulations, and other written materials.
- Negotiate with other parties.
- Operate office equipment including computers and supporting software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

## **Education and Experience Guidelines**

### **Education/Training:**

Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

**Experience:**

Two years of progressively responsible experience performing legal work in California. Prior experience in the practice of municipal or other government law is desirable.

**License or Certificate:**

Current membership in the California State Bar.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

FLSA: Exempt

Created: November 2006  
Revised: September 2013

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.