



Job Code: 0035
FLSA: E
Unit: MGMT
Revised:

ASSISTANT CITY ATTORNEY

DEFINITION

The Assistant City Attorney is a staff management position. Under general direction, serves as principal assistant to the City Attorney, engages in broad spectrum of legal work; acts for the City Attorney in his absence.

SUPERVISION RECEIVED/EXERCISED

Receives broad supervision from the City Attorney. Exercises no supervisory responsibilities over other staff. May direct the activities of administrative support staff.

TYPICAL DUTIES

1. Defends and prosecutes civil actions and proceedings.
2. As assigned, represents and advises in matters of law, city council, boards, commissions, departments and City officials.
3. Drafts legal documents, ordinances, resolutions, contracts as well as other City documents.
4. Responds to complaints or requests for information from general public regarding legal issues.
5. Researches thoroughly background information on a variety of legal issues; prepares written opinions on findings.

MINIMUM QUALIFICATIONS

Knowledge of:

1. California municipal law.
2. California legal system.
3. Recognized legal procedures and practices.

Skill to:

1. Conduct civil and other legal actions.
2. Perform legal research.
3. Draft comprehensive legal documents.
4. Provide legal advice and assistance to lay persons.
5. Understand and interpret laws and regulations.
6. Speak and write clearly and effectively.

Education:

Possession of a law degree from an accredited college or university.

Experience:

Two years of experience in municipal law.

License:

Member of the California Bar Association
Valid California driver's license.