



Job Code: 0033
FLSA: E
Unit: MGMT
Revised:

DEPUTY CITY ATTORNEY

DEFINITION

This is a journey level management class within the Law Department. Performs the full range of duties including handling all levels of civil litigation matters, providing legal advice and guidance to City officials and staff and drafting municipal legal documents.

SUPERVISION RECEIVED/EXERCISED

Receives general supervision from the City Attorney or in the absence of the City Attorney the Assistant City Attorney. Exercises no supervisory responsibilities over other staff. May direct the activities of administrative office staff.

TYPICAL DUTIES

1. Draft, interpret and enforce various municipal legal documents including ordinances, resolutions, contracts, leases, permits, briefs, memoranda and motions.
2. Advise City departments, boards and commissions on a variety of legal matters; evaluate claims, provide legal advice, and negotiate settlements.
3. Research, respond to, and provide guidance on inquiries from citizens regarding City policies or procedures.
4. Appear before courts and administrative proceedings to represent the City's interest; represent the City in civil litigation proceedings as required; prosecute cases.
5. Represent the City on a variety of personal injury loss claims against the City and its employees; defend the City against challenges to the City's policies and laws.
6. Answer questions and provides information to the general public and public agencies regarding municipal code and City policies and procedures.
7. Perform in depth legal research on a wide variety of legal matters.
8. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of law.
9. Assists efforts of staff in City departments in resolving and responding to legal matters.
10. Perform related duties and responsibilities as required.

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MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and applications of civil and administrative law.
2. Judicial procedures.
3. Methods of legal research.
4. Established precedents applicable to municipal activities.
5. Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

1. Interpret and apply legal principles and procedures.
2. Represent the City in various civil proceedings.
3. Present statements of law, fact and argument clearly and logically.
4. Conduct research on legal problems and prepare sound legal opinions.
5. Properly interpret and make decisions in accordance with laws, regulations, and policies.
6. Analyze legal issues and prepare legal documents.
7. Organize, interpret and apply legal principles and knowledge to legal problems.
8. Communicate clearly and concisely, both orally and in writing.
9. Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

Experience:

Two years of responsible professional legal experience including experience in municipal law.

Education:

A Juris Doctorate from an accredited law school.

License/Certificate:

Membership in the California State Bar.
Valid California driver's license.

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