

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

ASSISTANT CITY ATTORNEY

DEFINITION

Under direction, performs professional legal work; assists with the administration and control of the City Attorney's Office; acts on behalf of the City Attorney in the latter's absence; and performs related work as required.

EXAMPLES OF DUTIES

Represents the City in various proceedings such as court and jury trials, oral arguments on pre-trial motions, and hearings before official bodies; performs legal research and prepares opinions considering the actions, powers, duties, functions, and obligations of City officials; provides legal advice and counsel on other matters such as acceptable methods of gathering evidence; confers with and advises department heads in establishing departmental policies by applying legal points and procedures, and recommending changes in policies and procedures to meet legal requirements; prepares, drafts and reviews ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments and offers opinions as to legal acceptability when presented to the City by an outside agent or agency; investigates claims and complaints against the City and takes or recommends appropriate action; assists in or prepares cases for hearings and represents the City in such; represents the City Attorney at various city council, board, and commission meetings and in court when necessary; assists in the supervision and training of the City Attorney's staff; performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: Legal principles and their application to California Codes, municipal ordinances, and constitutional law; the duties, powers, limitations, and authority of a City Attorney's Office; the organization, powers, and limitations of governmental functions and officials with particular emphasis on municipalities; local, state and federal court procedure and rules of evidence; and legal research methods.

Ability to: Analyze, appraise, and apply legal principles and precedents to difficult legal problems; conduct legal research and prepare legal correspondence; present law, facts, and arguments clearly and logically in written and oral form; effectively plan, organize, lead, and control the work of assigned staff; effectively represent the City in a variety of legal matters: interact positively and cooperate with co-workers, respond politely to

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customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Education: Authorized to practice law in the Federal Court and all Courts of the State of California.

Experience: Three years experience as an Assistant City Attorney, an Assistant County Counsel or as a practicing attorney, typically including rendering advice to elected and/or appointed officials and employees on questions of law; conducting and supervising litigation for, or in defense of, a public agency; and, presenting arguments in court and before administrative bodies without supervision.

License: Possession of a valid Class C California Driver's License.

R: 02/07