

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

DEPUTY CITY ATTORNEY I / II

DEFINITION

Under direction, provides professional legal services and advice for City Departments, the City Council, boards, commissions and City sponsored programs and activities. Performs related work as required.

DISTINGUISHING CHARACTERISTICS

Deputy City Attorney I is the entry-level classification; Deputy City Attorney II requires specific experience. Deputy City Attorney I will progressively perform most of the duties required of the Deputy City Attorney II but is not expected to function at the same skill and experience level and will usually exercise less independent professional legal judgment. The Deputy City Attorney II acts as legal advisor to several boards.

Incumbents perform a variety of professional legal duties involving civil municipal law issues. Duties include the preparation of cases for trial, hearings and administrative proceedings, the drafting and reviewing of legislation and documents, the preparation of legal opinions; some limited court appearances will be required. Incumbents are expected to use professional judgment and skill in the performance of assignments that are subject to review by professional superiors. May receive direction from City Attorney or Assistant City Attorney.

EXAMPLES OF DUTIES

Assists in representing the City in various proceedings such as court and limited but occasional court appearances in minor criminal and civil matters; 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.

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Deputy City Attorney II routinely appears before the Planning Commission and actively participates in local code enforcement efforts.

MINIMUM QUALIFICATIONS

Knowledge of: Fundamental legal principles and their application to California Codes, municipal ordinances, and constitutional law; the basic duties, powers, limitations, and authority of a City Attorney's Office; the organization, powers, and limitations of governmental functions and officials.

Ability to: Analyze, appraise, and apply legal principles and precedents to legal problems; conduct legal research and prepare legal correspondence; present law, facts, and arguments clearly and logically in written and oral form; effectively correspond to professionals and confidently and ably represent the City in a variety of legal matters; interact positively and cooperate with co-workers, respond politely to 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 to and including periodic evening meetings.

Experience:

Deputy City Attorney I – no specific legal experience required

Deputy City Attorney II - Eighteen months as an attorney for state, county or local governmental entity or agency, or within a private legal practice that has a significant proportion of governmental clients with which the applicant has had professional experience. Alternatively, or in a reasonable combination with the above governmental experience, three (3) years active, full-time practice in the legal profession.

License or Certifications: A member in good standing of the California State Bar and authorized and admitted to practice before federal courts, and the courts of the State of California. A valid driver's license comparable to a California Class "C" Driver's License is desirable.

R: 02/07