

SENIOR DEPUTY CITY ATTORNEY

DEFINITION

To perform the more complex and difficult professional legal duties of the City Attorney's Office; to advise City departments, boards and commissions; and to represent the City in a variety of litigation matters; to organize, assign and review the work of City Attorney staff, as assigned.

DISTINGUISHING CHARACTERISTICS

The Senior Deputy City Attorney is the advanced journey level in the Deputy City Attorney class series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel and having responsibility for cases of long-term duration. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the City Attorney.

Exercises technical and functional supervision over City Attorney's staff, as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Perform complex legal research and prepare opinions on various legal problems for the City Council, boards and commissions, and City departments; as assigned, may serve as principal legal staff to a City board or commission.

Provide legal support on highly complex matters involving planning, redevelopment/economic development, financing/service mechanisms and community service districts, environmental utilities and refuse issues such as rate-setting and taxing, joint power authorities and land acquisition/ eminent domain.

Oversee the work of specialized outside legal counsel regarding complex litigation matters.

Confer with and advise City departments in establishing departmental policies by developing and applying legal points and procedures; recommend changes in policies and procedures to meet current legal requirements.

Prepare and draft ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments; provide opinions as to the legal acceptability of agreements, contracts, covenants, and other binding documents presented to the City for consideration by outside parties or agencies.

Prepare, try, and argue the more difficult civil and criminal cases in court proceedings; prosecute misdemeanor violations of City ordinances; investigate claims and complaints by or against the City and recommend action to be taken.

May represent the City Attorney at various City Council and board and commission meetings and in court as necessary.

Plan, prioritize, and review the work of staff assigned to a variety of legal duties.

Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide and coordinate staff training, work with employees to correct deficiencies.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Legal principles and practices, including civil, criminal, constitutional, and administrative law and procedures.

Judicial procedures and rules of evidence; methods of legal research and analysis.

Tort law and liability insurance litigation; statutes and court decisions relating to civil rights and public sector labor law.

Municipal government operations, including zoning, planning, real property, and civil and criminal procedures.

Ordinances, statutes and court decisions relating to municipal corporations.

Organization, operating procedures, duties, powers, limitations and authority of City government and the City Attorney's Office.

Established precedents and sources of legal reference applicable to municipal activities.

Modern office equipment and methods including use of computer applications in word processing, spreadsheet, database, and visual presentation.

Ability to:

Perform the more complex and difficult professional legal duties of the City Attorney's Office.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; may intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Organize, assign and review the work of assigned City Attorney staff.

Represent the City in a wide variety of judicial and administrative proceedings; prepare and present cases.

Analyze a wide variety of legal issues; organize, interpret and apply legal principles and knowledge of legal problems; analyze and prepare a wide variety of legal documents.

Apply legal knowledge and principles in court; conduct research on legal problems and prepare sound legal opinions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible professional legal experience similar to that of a Deputy City Attorney II with the City of Roseville.

AND

Training:

Equivalent to a Juris Doctorate from an American Bar Association accredited law school.

License or Certificate

Possession of, or ability to obtain, a valid California driver's license.

Active membership, in good standing, in the State Bar of California.

08-25-12

06-28-03 Senior Deputy Attorney