

ASSISTANT CITY ATTORNEY

DEFINITION

To provide a wide range of professional legal services to all City departments, the City Council and various boards and commissions.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the City Attorney.

Technical or functional supervision is provided to professional and clerical staff.

DISTINGUISHING CHARACTERISTICS

This is the highest level of the Attorney series. This class may be distinguished from the next lower class of Deputy City Attorney II by the level of independent judgement exercised and the difficulty and complexity of work performed. In addition, this position is expected to provide expert advice and assistance to less experienced attorneys on complex legal problems.

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

Perform legal research and prepare written and oral opinions on various legal problems for City departments, the City Council, and various boards and commissions.

Confer with and render assistance to department heads in establishing departmental policies by applying legal points and procedures; recommend changes in policies and procedures in order to meet legal requirements.

Prepare, draft and review ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments, and offer opinions as to legal acceptability when presented to the City for consideration by an outside agent or agency.

Prepare cases for condemnation, and try cases.

EXAMPLES OF DUTIES (continued)

Investigate claims and complaints against the City and take or recommend appropriate action.

Assist in or prepare cases for hearings and represent the City in such hearings.

Represent the City Attorney at various City Council and board and commission meetings and in court when necessary.

Assist in the supervision of the clerical staff and subordinate professionals.

Perform related duties as assigned.

### QUALIFICATIONS

#### Knowledge of:

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

Methods of legal research.

Judicial procedures and rules of evidence.

Ordinances, statutes and court decisions relating to municipal corporations.

Organization and operating procedures of a City Attorney's office.

#### Ability to:

Analyze a wide variety of legal issues.

Conduct research on legal problems and prepare sound legal opinions.

Communicate clearly and concisely, orally and in writing.

Analyze or prepare a wide variety of legal documents.

Prepare and present cases.

#### Ability to (continued)

Perform legal work requiring the use of independent judgement.

Work independently in the absence of supervision.

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

Assist in the supervision and training of subordinate clerical and professional staff.

Experience and Education

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be:

Experience:

Five years of experience performing duties comparable to those of and Attorney for the City of Hayward.

Education:

Equivalent to a Juris Doctor Degree from an accredited law school.

License or Certificate

Membership in the State Bar of California.

PROBATIONARY PERIOD: One year

1134CS84

June 1973

Revised December 1980

Revised June 1984

AAP Group: 4

FPPC Status: Designated

FLSA Status: Exempt