

City of San José
Deputy City Attorney I (PT/FT) (2161/ 2151)
Deputy City Attorney II (PT/FT) (2162/2152)
Deputy City Attorney III (PT/FT) (2163/2191)
Deputy City Attorney IV (PT/FT) (2164/2192)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Attorney	City Attorney	<i>EXEMPT</i>

CLASS SUMMARY

Positions in these classifications provide the City professional legal services for matters of moderate difficulty under general direction and supervision of Senior Management in the Office of the City Attorney. Perform related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in these positions may be appointed full-time or part-time, and benefited or unbenefitted. Positions are appointed “at-will” with no property rights to continued employment. Incumbents may terminate employment with or without notice or cause, and the City has the same right.

This is a four level flexibly-staffed series, designed to encompass positions with a wide range of skills and experience. Distinction between levels within this series is at the discretion of the City Attorney and may be based upon a number of factors including, but not limited to: the overall scope of the incumbent’s job duties and responsibilities, complexity of assignments, initiative, ability to exercise independent judgment, level of expertise in assigned areas of law, and ability to effectively communicate with City officials and staff, colleagues, and outside parties.

These classifications differ from the Associate Deputy City Attorney classification in that Associate Deputy City Attorney incumbents perform basic legal services under close supervision, and initial employment does not require experience. These classifications differ from the Senior Deputy City Attorney classifications in that Senior Deputy City Attorney incumbents work more independently in providing legal services of greater complexity requiring the highest levels of experience, specialization and professional expertise.

Designation as Deputy City Attorney I, II, or III does not require that the attorney be promoted in sequential order, or limit the City Attorney's ability to promote the attorney to a higher level within the Deputy City Attorney series or to a Senior Deputy City Attorney I, II, III, or IV position based upon the attorney's skills and experience.

QUALIFICATIONS

Minimum Qualifications

Education and Experience

Successful completion of a Juris Doctor Degree from an accredited law school and one (1) year of experience as an attorney.

Required Licensing (such as driver’s license, certifications, etc.)

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Member in good standing of the California State Bar.

Other Qualifications

(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)

Basic Knowledge, Skills and Abilities

(Needed at entry into the job in order to perform the essential duties.)

- Knowledge of municipal, state and federal laws, ordinances and codes affecting City government.
- Knowledge of civil and criminal court procedures.
- Knowledge of local court rules and procedures.
- Knowledge of rules of evidence and general statutory case law.
- Knowledge of governmental organization.
- Ability to interpret and apply various government codes and ordinances.
- Ability to perform legal research and prepare sound legal opinions.
- Ability to analyze and prepare a wide variety of legal documents.
- Ability to prepare for and present cases in court and administrative hearings.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with a variety of people, including City officials, City staff, opposing counsel, and the public.
- Ability to prioritize workload to efficiently meet deadlines in a timely manner.
- Ability to resolve problems in difficult and complex interpersonal situations.

Desirable Qualifications

(Knowledge, skills and abilities; licenses, certificates, education, experience that is more position specific and/or likely to contribute to more successful job performance.)

- Ability to thoroughly investigate and analyze legal issues, including municipal law matters, and proactively develop creative solutions that contemplate practical implications.
- Ability to exercise independent judgment, making decisions when appropriate and seeking guidance/direction when necessary.
- Ability to maintain confidential information and to exercise discretion.
- Ability to provide complete and accurate legal advice and counsel.
- Ability to produce a quality written work product and orally communicate in a manner that is organized, clear, concise, thorough, accurate, persuasive and with appropriate tone.
- Ability to make effective oral presentations in various public venues, including the courtroom, administrative hearings, training seminars, and City Council meetings.
- Ability to set forth persuasive written and oral arguments.
- Ability to negotiate settlements and contract terms.
- Knowledge of City organization, charter, policies and procedures.

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- Knowledge of statutes and case law.
- Knowledge of industry standards/practices in assigned specialty areas.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FRE-QUENCY*
1.	Investigate claims and complaints by and against the City.	Continuous
2.	Prepare pleadings, briefs, discovery and other litigation documents.	Continuous
3.	Prepare and try cases by and against the City at state, federal and appellate courts.	Continuous
4.	Prosecute misdemeanor violations of City ordinances.	Continuous
5.	Participate in or prepare cases for administrative and quasi-judicial hearings.	Continuous
6.	Prepare and draft legal opinions, ordinances, permits, resolutions, contracts, deeds, leases and other legal documents.	Continuous
7.	Provide legal advice and counsel to Mayor, City Council, Council Appointees, and City departments.	Continuous
8.	Act in an advisory capacity at meetings of the City Council, boards, commissions, committees and other governmental bodies.	Frequently
9.	Represent the City and the City Attorney at meetings involving City officials, City staff or outside parties.	Frequently
10.	Analyze and interpret legislation and court decisions.	Frequently
11.	Perform legal research.	As Required
12.	Provide staff training on legal issues.	As Required
13.	Assist City departments in establishing policies and procedures to ensure compliance with the law; recommend changes in City policies or procedures to meet legal requirements.	As Required
14.	Respond to citizen complaints and requests for information.	As Required

*Frequency defined as %, (totaling 100%) *or* “Continuous” (daily or approximately 20%+), “Frequent”(weekly or approximately 15%+), “Occasional”(monthly or approximately 10%+), “As Required”(Intermittent or 5% or less)

CLASSIFICATION HISTORY <i>Created 1/12; 2151s000</i>
