

City of San José

**CHIEF TRIAL ATTORNEY (2198)
CHIEF TRIAL ATTORNEY (U) (2155)****CLASS PURPOSE**

Under general direction of the City Attorney, performs work of considerable difficulty in the supervision of civil trials in the Office of the City Attorney. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

- Directs and participates in the development and implementation of goals, objectives, policies, and priorities for the City Attorney's Office.
- Plans and assigns the work of professional attorneys engaged in litigation.
- Supervises and assists professional attorneys in the preparation of cases for trial, and in the investigation of claims or complaints by or against the municipality; tries the more important cases.
- Prepares complex legal opinions for City departments, the City Council, boards, and commissions.
- Recommends and works with outside legal specialists engaged by the City for special legal problems.
- Represents the City before other governmental bodies and agencies to promote the interests of the City.
- Represents the City in the community and at professional meetings as required.
- Directs the coordination of litigation activities with other City departments and divisions, and with outside agencies.
- Selects, supervises, trains, and evaluates assigned staff.
- Serves as Acting City Attorney as assigned.

DISTINGUISHING CHARACTERISTICS

The incumbent of this class serves as the supervisor of civil trials. Incumbent acts as a senior legal advisor to the City Attorney and assures consistency among legal staff in the application and interpretation of legal policies and procedures. This class differs from that of Assistant City Attorney in that the incumbent of the latter has general responsibility for the litigation division, and the former has specific responsibility for the supervision of civil trials.

QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

- Knowledge of general statutory and case law, with reference to municipal government functions.
- Knowledge of court and administrative agency procedures, methods, and practices of pleading and rules of evidence.
- Knowledge of the principles of governmental organization.
- Knowledge of the principles and practices of supervision.
- Ability to prepare the most difficult cases for trial and to try such cases before higher courts.
- Ability to prepare complex legal opinions.
- Ability to communicate effectively, both orally and in writing, in English.

Competency Knowledge, Skills, and Abilities

- Knowledge of legal policies and procedures associated with the City Attorney's office.
- Knowledge of the San Jose City Charter, Municipal Code, ordinances and regulations.
- Ability to develop and implement legal policies and procedures for the City Attorney's office.

Education

Successful completion of the State Bar Examination.

Experience

Ten years of civil trial experience, including extensive and recent jury trial experience.