

City of San Jose

CITY ATTORNEY (U) (2135)**CLASS PURPOSE**

Under administrative direction, subject to exceptions specified in section 803 of the City's Charter, provides or supervises the provision of professional legal work of unusual difficulty representing, defending, advising and appearing for the City, its Council, boards and commissions or any officers or employees in actions or commissions in connection with the actions and concerns of the City, or in the course of their employment. Performs related legal work as required.

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

Represents and appears for the City, its officers, employees, or boards and commissions in all legal actions or proceedings in which they or any of them are concerned or are a part.

Defends City officers and employees in actions or proceedings brought against them because of acts or omissions in the scope of their employment.

Advises the Council and all City boards, commissions and officers in all matters of law pertaining to their offices or their powers and duties.

Drafts ordinances, resolutions, contracts and other legal documents.

Supervises the investigation, litigation and settlement of claims.

Represents City in various types of court proceedings, including eminent domain actions, mandamus and other special proceedings, election contest, actions questioning legality of various City actions, etc.

Handles legal matters relating to public works, subdivisions, zoning and planning, and other City activities.

Administers the City Attorney's departmental affairs.

Typical End Results Include: To ensure that legal principles and practices are adhered to in the conduct of all the City's services and functions; to anticipate potential liability and take appropriate action; to reduce the incidence of violations of laws and ordinances and claims against the City; to ensure the maintenance of a competent, motivated work force.

DISTINGUISHING CHARACTERISTICS

This is a single position class in the unclassified Civil Service which reports to the City Council. Duties are authorized in the City Charter, and involve the conduct of all the legal affairs of the City. The City Attorney administers and directs a staff of attorneys, investigators and clerical personnel.

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QUALIFICATIONS

Minimum Knowledge, Skills, and Abilities

Knowledge of the organization, duties, powers, limitations and authority of City government and the City Attorney's office.

Knowledge of the California Codes and of the principles of administrative and constitutional law.

Knowledge of methods of legal research and the ability to analyze, appraise and apply legal principles and precedents to difficult legal problems.

Knowledge of the theories, principles, practices and techniques of public administration, public finance administration, and personnel administration, and of the purposes and functions of governmental agencies, boards and commissions as may be related to the office of the City Attorney.

Ability to present statements of fact, law and argument clearly and logically.

Ability to organize, train and supervise professional and clerical personnel in legal work.

Competency Knowledge, Skills, and Abilities

Knowledge of the City Charter and its application to all the affairs of the City.

Knowledge of all the activities and functions of the City and their relationship to need for legal involvement of the City Attorney's office.

Training and Experience

Successful completion of the California State Bar Examination and ten (10) years of experience as a practicing attorney, including three (3) years at a management level in a governmental legal office.