

City of San José

CHIEF DEPUTY CITY ATTORNEY (2137)
CHIEF DEPUTY CITY ATTORNEY (U) (2138)

CLASS PURPOSE

Under general direction, performs work of considerable difficulty in the supervision of a section 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 the drafting of ordinances, resolutions, contracts, deeds, leases, and other legal documents.
- 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 before higher courts.
- Attends meetings of the City Council, boards, and commissions to advise on legal problems and questions as necessary.
- 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.
- Participates in the preparation and administration of the department budget.
- Directs the coordination of legal 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

Incumbents of this class serve as the supervisor of a section of attorneys assigned either to litigation or departmental services. Incumbents act as senior legal advisors to the City Attorney and assure consistency among legal staff in the application and interpretation of legal policies and procedures. This class differs from that of Senior Deputy City Attorney in that incumbents of the latter are supervised by the former. This class differs from that of Assistant City Attorney in that the incumbent of the latter has overall responsibility for the litigation division and coordination of outside litigation services engaged by the City.

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

Five years of experience in work involving a public agency, including one year at a level comparable to that of a Senior Deputy City Attorney with the City of San Jose.