

City of San José

ASSISTANT CITY ATTORNEY (U) (2154)

CLASS PURPOSE

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

TYPICAL DUTIES AND RESULTS (The position may not include all of the duties listed, nor do the examples cover all of 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.
- 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.
- Coordinates 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 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

Incumbent of this class serves as the Chief of Litigation and the supervisor of the litigation division. Incumbent acts as senior legal advisor to the City Attorney on litigation matters. This class differs from that of Chief Assistant City Attorney as the latter has overall office responsibility for assuring consistency among legal staff in the application and interpretation of legal polices and procedures. This class differs from Chief Deputy in that this class has responsibility for the coordination of the litigation division.

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 organizational management and 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.
- Ability to prepare and administer assigned budget.

Education

Successful completion of the State Bar Examination.

Experience

Six years of experience in work involving a public agency, including two years at a level comparable to that of a Chief Deputy City Attorney with the City of San Jose.

(5/80), (Rev. 2/83), (Rev. 2/86), (Rev. 2/92), (U added 6/97)

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