

City of San José

RESEARCH ATTORNEY (U) (FT) (8018)
RESEARCH ATTORNEY (U) (PT) (8019)CLASS PURPOSE

Under general supervision, performs complex legal research work assisting the legal staff 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.)

- Performs complex legal research.
- Prepares legal opinions; prepares drafts of resolutions and ordinances.
- Prepares drafts of legal documents, briefs, and reports.
- Prepares drafts of petitions and complaints.
- Keeps records and indexes of cases.

DISTINGUISHING CHARACTERISTICS

This class performs complex legal research and writing functions. It is distinguishable from the Deputy City Attorney class in that the latter has direct responsibility for client advice or courtroom advocacy. It is distinguishable from the Senior Law Clerk/Research Attorney classes in that the latter perform legal research of moderate difficulty.

QUALIFICATIONSMinimum Knowledge, Skills, and Abilities

- Knowledge of legal principles and practices.
- Knowledge of legal terminology, formats, and briefs.
- Knowledge of rules of evidence.
- Knowledge of sophisticated methods of legal research.
- Ability to do complex research.
- Ability to analyze situations accurately and consider alternative positions.
- Ability to present statements of fact, law, and argument clearly, logically, and persuasively in writing, in English.
- Ability to work cooperatively with a variety of people.

RESEARCH ATTORNEY (U) (FT) (8018)
RESEARCH ATTORNEY (U) (PT) (8019)

Competency Knowledge, Skills, and Abilities

Knowledge of standard City forms for contracts, briefs, or other legal transactions.
Ability to draft and complete a variety of legal research problems common to City operations.

Education

Graduation from law school.

Licenses and Certificates

Membership in the California Bar.

(New 6/97)
8018s000.doc