

**City of San Rafael
Job Class Specification**

Job Title: Deputy City Attorney I-II

SUMMARY:

Under the supervision of the Chief Assistant City Attorney or Assistant City Attorney, performs a wide variety of professional and legal duties in providing services for City departments, City Council, and various boards and commissions; conducts legal research and prepares opinions, memoranda, contracts, ordinances, and other legal documents; and advises City departments, boards, and commissions.

DISTINGUISHING CHARACTERISTICS:

Deputy City Attorney I – This is an entry level class in the Attorney series. Positions in this classification perform less difficult tasks and receive on-the-job training in the performance of more complex duties. Incumbents may advance to the higher-level class after gaining experience and demonstrating proficiency to meet the qualifications for the Deputy City Attorney II classification.

Deputy City Attorney II – This is the journey level class in the Attorney series. This class is distinguished from that of Deputy City Attorney I by performance of the full range of professional legal duties, by the greater complexity of the assignments received, and by the greater independence with which an incumbent is expected to operate. Appointment to the II level requires that the incumbent perform some of the more difficult and complex professional legal tasks involving a wide variety of municipal legal subjects with only occasional instruction or assistance.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following.

- Consults with and provides legal advice to City officials and staff on legal questions pertaining to their respective powers, duties, functions, and obligations in various departments of the City.
- Reviews staff reports and advises staff on complex and controversial legal matters.
- Prepares, drafts, and reviews ordinances, resolutions, contracts, deeds, leases, conveyances and other legal documents and instruments.
- Researches, interprets and applies laws, court decisions, statutes, ordinances and other legal authorities for use in the preparation of legal opinions and briefs.
- Interprets and furnishes information regarding City ordinances, Charter provisions, and State codes.
- Answers complaints; prepares cases for administrative hearings and represents the City in such hearings by studying evidence, interviewing witnesses, and presenting cases in court and in administrative hearings.
- Supports the review of liability claims and complaints by or against the City and recommends action to be taken.

- May represent the City at various City Council, commission, and community meetings to provide legal opinions and advice.
- Makes recommendations to the Senior Assistant / Assistant City Attorney concerning the advisability to prosecute, compromise or dismiss civil litigation.
- Provides advice, reviews and responds to requests for information, including California Public Records Act requests
- May coordinate with outside legal counsel regarding litigation matters
- Prepares pleadings, and other papers in connection with lawsuits, trials, hearings, discovery, appeals and other legal proceedings.
- Provides guidance and direction to legal support and administrative staff in performing assigned duties.
- Works with staff in the City Attorney's office to plan, organize, and coordinate workflow.
- Performs related duties as required.

Deputy City Attorney I

KNOWLEDGE OF:

- Legal principles and practices, including civil, criminal, and administrative law and procedures.
- Judicial procedures and rules of evidence.
- Principles and practices of legal research and investigation.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office equipment, legal research software, and methods including use of computer applications in word processing, spreadsheet, database, and visual presentation.

ABILITY TO:

- Analyze and prepare a wide variety of legal documents.
- Learn ordinances, statutes and court decisions relating to municipal corporations.
- Learn the organization, operating procedures, duties, powers, limitations and authority of City government and the City Attorney's Office.
- Learn established precedents and sources of legal reference applicable to municipal activities.
- Analyze a wide variety of legal issues; organize, interpret, and apply legal principles and knowledge of legal problems; analyze and prepare a wide variety of legal documents.
- Apply legal knowledge and principles in court; conduct research on legal problems and prepare sound legal opinions.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish and maintain effective working relationships with court and other officials, employees and the public.
- Communicate clearly and concisely, orally and in writing.

- Communicate logically and effectively with a diverse group of clients, witnesses, judges, other attorneys, employees of various agencies and departments, and the public.
- Operate modern office equipment including computer equipment and specialized software programs.

Deputy City Attorney II

KNOWLEDGE OF:

- Municipal government operations, including zoning, planning, real estate, real property, labor and employment, environmental, public contracting, public safety, code enforcement and civil and criminal procedures.
- Civil and criminal law including local, state, federal and constitutional laws which affect municipal government.
- Ordinances, statutes, and court decisions relating to municipal corporations.
- Statutes and court decisions relating to municipal government operations; Public Records Act; Brown Act and conflict of interest laws; tort law and liability insurance litigation.
- Organization and operating procedures, duties, powers, limitations and authority of City government and the City Attorney's office.
- Established precedents and sources of legal reference applicable to municipal activities.
- City policies and procedures.

ABILITY TO:

- Perform professional legal work related to municipal government operations.
- Perform legal work involving the use of independent judgement.
- Represent the City in a wide variety of judicial and administrative proceedings; prepare and present cases.
- Conduct research on legal issues and prepare sound legal opinions.
- Interpret and apply local regulations and ordinances.

EDUCATION and/or EXPERIENCE:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Deputy City Attorney I:

- Juris Doctor degree from an accredited law school.
- No previous municipal legal experience is necessary.
- Active membership in the State Bar of California.
- Possess and maintain a valid California Driver's License.

Deputy City Attorney II:

- Juris Doctor degree from an accredited law school.
- Two (2) years of progressively responsible legal practice in municipal law and any combination of education and experience that demonstrates possession of the requisite knowledge, skill and abilities representing a public agency.
- Active membership in the State Bar of California.
- Possess and maintain a valid California Driver's License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to video display and regularly works in inside environmental conditions. The employee occasionally works in evenings or weekends and occasionally works with use of personal vehicle. The noise level in the work environment is usually quiet.

Department: City Attorney
FLSA Status: Exempt
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