

**City of San Rafael
Job Class Specification**

Job Title: Senior Deputy City Attorney

SUMMARY:

Under the supervision of the Chief Assistant City Attorney or Assistant City Attorney, performs a wide variety of senior 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:

The Senior Deputy City Attorney is the advanced journey level in the Deputy City Attorney class series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including providing technical and functional supervision over assigned personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

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

- Perform complex legal research and prepare opinions on various legal problems for the City Council, boards and commissions, and City departments; as assigned, may serve as principal legal staff to a City board or commission.
- Provide legal support on highly complex matters involving planning, redevelopment/economic development, financing/service mechanisms and community service districts, environmental utilities, and refuse issues such as rate-setting and taxing, joint power authorities and land acquisition/ eminent domain.
- 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 counsel.
- 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.

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.
- Methods of legal research.
- Principles and practices of legal research and investigation.
- Judicial procedures and rules of evidence.
- 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:

- Perform complicated 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.
- Interpret and apply local regulations and ordinances.
- Conduct research on legal issues and prepare sound legal opinions.
- Represent the City in a wide variety of judicial and administrative proceedings; prepare and present cases.
- 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 effectively, 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.

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:

- Juris Doctor degree from an accredited law school.
- 2 years of responsible professional legal experience similar to that of a Deputy City Attorney II with the City of San Rafael.
- 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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