

**City of San Rafael  
Job Class Specification**

## **Job Title: Deputy City Attorney I-II**

### **SUMMARY:**

Under the supervision of the City Attorney and/or the Assistant City Attorney, performs a wide variety of professional and legal duties in providing services for City departments and officials.

### **DISTINGUISHING CHARACTERISTICS:**

The Deputy City Attorney I is the entry-level position in this Mid-Management classification, performing routine legal work under the general direction and supervision of the Assistant City Attorney. The Deputy City Attorney II is distinguished from the Deputy City Attorney I by having broad discretionary and decision-making responsibility, and by the specialized nature of complex legal work, performed with little supervision, for City officials, the City Manager, Department Directors and all City staff.

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

- Prepares and answers complaints and other pleadings.
- Drafts legal opinions or memorandum, and resolutions.
- 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 code enforcement cases by studying evidence, interviewing witnesses, and presenting cases in court and in administrative hearings.
- Prepares and reviews formal written 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.
- Checks specifications, contracts and special assessment proceedings.
- Represents the City at various City Council, commission and community meetings to provide legal opinions and counsel.
- Makes recommendations to the City Attorney concerning the advisability to prosecute, compromise or dismiss civil litigation.
- Represents the City in administrative proceedings.
- Prepares pleadings, and other papers in connection with lawsuits, trials, hearings, discovery, appeals and other legal proceedings; performs research, investigation and detailed legal preparation for the trial or defense of the county in civil suits.
- Handles or assists in hearings and trials of civil and some criminal matters.
- Provides guidance and direction to Legal Assistant in performing assigned duties.
- Works with staff in the City Attorney's office to plan, organize, and coordinate work flow.
- Performs related duties as required.

### **KNOWLEDGE OF:**

- Principles and practices of legal research and investigation.
- Interviewing and investigation.
- Judicial procedures and rules of evidence.
- Civil and criminal law including local, state, federal and constitutional laws which affect municipal government.
- City policies and procedures.
- PC's and related word processing and legal research software.

**ABILITY TO:**

- Interpret and apply local regulations and ordinances.
- Analyze a wide variety of legal documents, reports and instruments.
- Establish and maintain effective working relationships with court and other officials, employees and the public.
- Communicate effectively, orally and in writing.
- Prepare, present and conduct cases of law in court.
- Communicate logically and effectively with a diverse group of clients, witnesses, judges, other attorneys, employees of various agencies and departments, and the public.

**EDUCATION and/or EXPERIENCE:**

- Deputy City Attorney I: Juris Doctor or equivalent legal education required by the State Bar of California and two years of post-bar municipal legal experience.
- Deputy City Attorney II: Juris Doctor degree or equivalent legal education required by the State Bar of California and five 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.

**Other Credentials:**

- Member of the California State Bar Association and licensed to practice law in the State of California.
- 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.

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At-Will