

## **CITY OF SALINAS**

### **ASSISTANT CITY ATTORNEY**

**BARGAINING UNIT/CLASS CODE**  
**CONF. MGMT. / C02**

#### **DEFINITION**

To provide a wide range of professional legal services to all City departments, the City Council and various boards and commissions, as well as legal tasks involving a wide variety of municipal legal subjects with general instruction or assistance from City Attorney.

#### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level of the legal series. This class may be distinguished from the next lower class of Senior Deputy City Attorney by the level of independent judgment exercised and the difficulty and complexity of work performed. In addition, this position is expected to provide expert advice and assistance to less experienced attorneys on complex legal problems.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the City Attorney. May exercise technical or functional supervision over professional attorneys and clerical staff.

#### **ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Perform legal research and prepare written and oral opinions on various legal problems for City departments, the City Council, and various boards and commissions. Provide legal updates and training to staff and commissions. Confer with and render assistance to department heads in establishing departmental policies by applying legal points and procedures; recommend changes in policies and procedures in order to meet legal requirements. Prepare, draft and review ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments, and offer opinions as to legal acceptability when presented to the City for consideration by an outside agent or agency. Bring litigation on behalf of the City and defend litigation brought against the City. Investigate claims and complaints against the City and take or recommend appropriate action. Assist in or prepare cases for hearing and trials and represent the City in such hearings. Represent the City Attorney at various City Council and board and commission meetings and in court when necessary. Prosecute for civil and criminal remedies to enforce city ordinances, abate public nuisances, recover damages to City property, condemn property for public purposes and other matters. Assist in the supervision of the clerical staff and subordinate professionals. Perform related duties as assigned.

#### **PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment up to six (6) hours per day; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

#### **WORKING CONDITIONS**

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or

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kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**QUALIFICATIONS**

**Knowledge of:**

Legal principles and practices, including civil, criminal, constitutional, and administrative law and procedures. Methods of legal research. Judicial procedures and rules of evidence. Ordinances, statutes, and court decisions relating to municipal corporations. Organization, duties, powers, limitations, authority and operating procedures of a City Attorney's Office. Organizations and public agencies in Monterey County.

**Ability to:**

Analyze a wide variety of legal issues. Conduct research on legal problems and prepare sound legal opinions. Communicate clearly and concisely, orally and in writing. Analyze or prepare a wide variety of legal documents. Prepare and present statements of law, fact and argument clearly and logically. Perform legal work requiring the use of independent judgment. Work independently in the absence of supervision. Establish and maintain cooperative relationships with those contacted in the course of work. Assist in the supervision and training of subordinate clerical and professional staff.

**License or Certificate:**

Active membership in the State Bar of California. Valid California Drivers' License.

**Education and Experience:** Any combination of education and experience equivalent to a minimum of six (6) year professional legal experience including three (3) years of full-time legal services for governmental agencies including municipal or county counsel, special district counsel or private law firm providing legal support to local government clients. Municipal experience highly desirable.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 2-84, REV: 2-94, REV: 2-07, REV: 08-14**  
**REV: 05-15**