

CITY OF SALINAS

SENIOR DEPUTY CITY ATTORNEY

BARGAINING UNIT/CLASS CODE
CONF. MGMT / C24

DEFINITION

To provide a wide range of professional legal services to all City departments, the City Council and various boards and commissions.

DISTINGUISHING CHARACTERISTICS

This is the senior journey level of the legal series. This class may be distinguished from the next lower class of Deputy City Attorney II by the level of independent judgment exercised and the difficulty and complexity of work performed.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the City Attorney. May exercise technical or functional supervision over 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. Investigate claims and complaints against the City and take or recommend appropriate action. Bring litigation on behalf of the City and defend litigation brought against the City. 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, and condemn property for public purposes and other matters. Perform other 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; 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 kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**CITY OF SALINAS
SENIOR DEPUTY CITY ATTORNEY (continued)**

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. Draft resolutions, contracts, ordinances, deeds and leases. Prepare and present cases in court. Work independently in the absence of supervision. Analyze and determine the impact of federal and state legislation upon local government. 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. Operate computer system.

License or Certificate:

Active membership in the State Bar of California. Possession of a valid California Driver's License.

Education and Experience:

Any combination of education and experience equivalent to a minimum of four (4) years professional legal experience including two years of full time legal services for government agencies including municipal or county counsel, special district counsel or private law firm providing legal support to local government clients. Municipal experience with risk management and workers' compensation and insurance matters is highly desirable, as is experience with civil litigation.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

**ORIG: 2-04 REV: 10-05; REV: 03-12
REV: 05-15**