

**CITY OF LINCOLN
JUNIOR/SENIOR DEPUTY CITY ATTORNEY**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction (Junior Deputy City Attorney) or general direction (Senior Deputy City Attorney), performs a wide range of legal services of a routine to a complex nature in representing the City and providing advice and counsel to City staff, City Council, boards and commissions; conducts legal research and drafts legal documents; represents the City in civil litigation; and provides responsible and complex administrative support to the Assistant City Attorney or City Attorney.

DISTINGUISHING CHARACTERISTICS:

Junior Deputy City Attorney

This is the entry level class in the Deputy City Attorney series. This class is distinguished from the Senior Deputy City Attorney by the amount of experience attained in the performance of assigned duties and responsibilities. Since this class is typically used as a training classification, employees may have only limited or no directly related work experience. Advancement to the senior level is based on demonstrated proficiency and experience gained in the performance of assigned functions and is at the discretion of the City Attorney.

Senior Deputy City Attorney

This is the journey level class within the Deputy City Attorney series. Employees within this class are distinguished from the Junior Deputy City Attorney by the amount of experience attained in the performance of assigned duties and responsibilities. Employees at this level are assigned the full range of duties, handle the more complex legal matters and litigation, and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed, and are normally filled by advancement from the junior level, or when filled from the outside, have prior experience.

SUPERVISION RECEIVED/EXERCISED:

Receives direction or general direction from the City Attorney. May exercise oversight and supervision to legal support staff.

ESSENTIAL FUNCTIONS *(include but are not limited to the following):*

- Performs legal research and provides legal opinions on various issues for the City Attorney, City management and staff, boards, commissions, and committees.
- Prepares and provides legal advice on City ordinances, resolutions, contracts, deeds, leases, permits, licenses, policies, and other legal instruments; reviews documents and provides opinions to legal acceptability.
- Represents the City in civil litigation; under direction of the City Attorney, performs all phases of pretrial, trial, and appellate work; develops litigation strategy, prepares briefs, drafts pleadings, motions and arguments, and conducts discovery and depositions; files motions and briefs; represents

the City in court.

- Reviews, evaluates, investigates, and consults on all claims filed against the City; determines legal impact of specific cases on City operations.
- Examines and analyzes court opinions and legislation with regard to its legal effect on municipal, state, and federal issues; recommends changes in City policies and practices in order to comply with legal requirements.
- Attends and participates in a variety of meetings; offers legal advice and responds to questions from department staff and board members.
- Responds to citizen inquiries regarding all types of legal issues including those concerning City business; reviews public requests for City information and/or documents.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of municipal law; incorporates new developments as appropriate.
- Performs related duties as required

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing phone and personal service.

QUALIFICATIONS

The following are minimal qualifications necessary for entry into the classification.

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Junior/Senior Deputy City Attorney**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Junior Deputy City Attorney

One year or more of experience in city or local government law is desirable, either in an in-house city attorney's office or with a law firm practicing municipal law. Litigation experience is desirable, but not required. Equivalent to a Juris Doctorate degree from an accredited college or university.

Senior Deputy City Attorney

Two or more years of experience in city or local government law is desirable, either in an in-house city attorney's office or with a law firm practicing municipal law. Litigation experience is desirable, but not required. Equivalent to a Juris Doctorate degree from an accredited college or university.

License/Certificate:

Membership in good standing with the State Bar of California. Possession of, or the ability to obtain, a valid class C California driver's license.

KNOWLEDGE /SKILLS/ABILITIES *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.):*

Knowledge of:

Principles and practices of civil and criminal law, particularly as they are related to municipal legal principles, practices, and procedures of civil, criminal, constitutional, and administrative law. General and public contract law. Duties, powers, and limitations of a city government. Appellate practices. Judicial procedures and rules of evidence. Legal precedents and court decisions affecting local government. Statutes and codes applicable to civil proceedings. Methods and techniques of legal research. Methods of research, case analysis, and report preparation. Standard legal references and their content. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases. Pertinent federal, state, and local laws, codes, and regulations.

Skill to:

Operate an office computer and variety of word processing, spreadsheet, and database software applications.

Ability to:

Properly interpret and make decisions in accordance with laws, regulations, and policies. Present statements of law, fact, and argument clearly and logically. Effectively apply legal knowledge and principles in court. Research and compile data on a variety of legal cases. Determine the legal impact of specific laws on City operations. Represent the City effectively in hearings, courts of law, and meetings. Provide legal advice, legislative support, and consultation to City departments, boards, and commissions. Plan and organize work to meet changing priorities and deadlines; plan, prioritize, and execute timelines without supervision. Meet critical deadlines while working with frequent interruptions. Exercise good judgment and maintain confidentiality regarding critical and sensitive information, records, and reports. Prepare clear and concise legal documents and briefs. Conduct research on legal problems. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

Salary Range: Refer to Unrepresented Salary Schedule
FLSA: Exempt
Employee Group: Unrepresented
Adopted: