

CITY OF SIMI VALLEY

ASSISTANT CITY ATTORNEY

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, performs a variety of legal duties supporting the City Attorney's office including preparing and drafting briefs, pleadings, ordinances, resolutions, contracts, leases, permits, letters, memos, and other documents; receives and reviews claims and lawsuits against the City and recommends settlement; provides written and oral legal opinions; and prepares for and participates in court hearings, arbitration and trials on behalf of the City.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the City Attorney series. Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the City Attorney's Office. This class is distinguished from the Deputy City Attorney in that the Assistant City Attorney is assigned more complex projects and may provide supervision and training to lower level City Attorney legal staff.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Receive and review claims and lawsuits filed against the City; assist and represent the City in its defense.
2. Prepare and draft a variety of correspondence including letters, memos and pleadings regarding litigation, settlements and negotiations.
3. Participate in court appearances including hearings, arbitration and trials; arrange for and attend depositions; prosecute criminal cases.
4. Attend and participate in special group meetings; provide legal support and advice to City employees.
5. Receive and respond to public inquiries, citizen complaints, and requests for information.
6. Perform general legal research; utilize law libraries and computers.
7. Provide written and oral legal opinions as requested by the City Attorney.
8. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services and activities of a City Attorney's office.
Principles of municipal, civil, criminal, constitutional and administrative law.
Statutes and codes applicable to civil and criminal proceedings.
Principles and procedures of superior and appellate court proceedings.
Methods and techniques used in the review and settlement of lawsuits.
Duties, powers, limitations and authorities of a City.
Methods and techniques of prosecuting violations of municipal codes.
Modern office procedures, methods and equipment including computers and applicable software applications.
Pertinent federal, state and local laws, codes and regulations.

Ability to:

Provide responsible assistance to the City Attorney.
Prepare and prosecute civil and criminal cases.
Review lawsuits and claims filed against the City and recommend appropriate courses of action.
Participate in court proceedings.
Offer sound legal advice and counsel.
Use a wide variety of legal research methods.
Interpret and apply federal, state and local policies, laws and regulations.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Juris Doctorate from an accredited college or university.

Experience:

Five years of increasingly responsible experience practicing municipal law and litigation.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.
Possession of membership in the California State Bar.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting; occasional courtroom environment; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting and operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.