

# CITY OF SIMI VALLEY

## DEPUTY 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; assists in the enforcement of City codes and prosecutes misdemeanor and infraction violations of City ordinances; provides written and oral legal opinions; and prepares for and participates in court hearings, arbitrations, depositions, and trials on behalf of the City.

### **DISTINGUISHING CHARACTERISTICS**

This is the entry-level class within the City Attorney series. Employees within this class perform routine and moderately complex duties as assigned. Positions at this level receive instruction, assistance, training, and guidance from the City Attorney as well as other staff attorneys. This class is distinguished from the Assistant City Attorney in that the latter is assigned more complex projects.

### **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. Prepare and draft a variety of correspondence and legal documents including briefs, pleadings, ordinances, resolutions, contracts, leases, permits, letters, memos, and other documents.
2. Enforce City codes and prosecute misdemeanor and infraction violations of City ordinances.
3. Prepare for and attend court appearances, hearings, arbitrations, depositions and civil trials; prosecute criminal cases.
4. Receive and review claims and lawsuits filed against the City; assist and represent the City in its defense.
5. Attend and participate in special group meetings; provide legal support and advice to City departments and employees.
6. Receive and respond to public inquiries, citizen complaints, and requests for information.
7. Perform general legal research; utilize law libraries and computer database systems.
8. Provide written and oral legal opinions as requested by the City Attorney.
9. 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:**

Basic 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.  
Basic 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 for 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:**

Two years of increasingly responsible experience practicing municipal law and litigation are required.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver license.  
Current 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.