

# CITY OF SIMI VALLEY

## SENIOR 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 administrative direction, oversees and participates in the more complex and difficult work of staff responsible for providing legal assistance to the City Attorney; provides lead direction to legal staff; and performs a variety of professional tasks relative to assigned areas of responsibility.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Assistant City Attorney series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision and training to lower level legal staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and function with a high degree of independence.

### **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. Lead, plan, train and review the work of staff responsible for providing legal assistance to the City Attorney including reviewing claims and lawsuits and providing legal advice.
2. Plan, direct and participate in the areas of land use, housing, Brown Act, Conflict of Interest, Mobile Home Rent control, and personnel cases.
3. Train assigned law students and support staff in their areas of work including methods, procedures and techniques of applying civil law.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
5. Attend and participate in special group meetings; provide legal support and advice to Planning Commission and City Council; read, edit and research staff reports.
6. Prepare, draft and develop a variety of legal documents including contracts, agreements, ordinances, appeals and resolutions.
7. Oversee the prosecution of violations of municipal codes relating to water laws and land use issues; serve as attorney for land use litigations; provide advice to various water districts regarding water use codes.
8. Represent the City Attorney's office to outside agencies and the public; respond to media inquiries.
9. Serve as liaison for the City Attorney's office as required.

10. Serve as the City Attorney in the absence of same.

11. 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.  
Duties, powers, limitations and authorities of a City Attorney.  
Principles of civil, constitutional and administrative law.  
Statutes and codes applicable to civil and criminal proceedings.  
Methods and techniques of prosecuting violations of municipal codes.  
Principles and procedures of municipal, superior and appellate court proceedings.  
Methods and techniques used in the review and settlement of lawsuits.  
Modern office procedures, methods and equipment including computers and applicable software applications.  
Principles of lead supervision and training.  
Pertinent federal, state and local laws, codes and regulations.

#### **Ability to:**

Lead, organize and review the work of staff.  
Provide responsible assistance to the City Attorney.  
Research, analyze and apply legal principles, facts, evidence and precedents to legal problems.  
Offer legal advice and counsel.  
Draft legal documents such as ordinances, resolutions, agreements and contracts.  
Interpret, explain and enforce department policies and procedures.  
Interpret and apply federal, state and local policies, laws and regulations.  
Work independently in the absence of supervision and during irregular work hours.  
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 that includes practicing municipal law.

#### **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; work irregular hours including evenings.

**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.

Adopted: October 2003  
*Johnson & Associates*