

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: H28

CLASSIFICATION: Assistant City Attorney - Prosecution

DEPARTMENT: City Attorney

CLASS DEFINITION: To direct and coordinate the work of assigned legal matters; to train and advise Deputy Attorneys with respect to changes in legal concepts, trial procedures and techniques; to represent the City in the most complex and difficult and sensitive criminal prosecution cases; and to provide highly complex staff assistance to a Senior Assistant City Attorney – Prosecution; may act as Senior Assistant City Attorney during absences.

DISTINGUISHING CHARACTERISTICS:

This class is responsible for the most difficult, sensitive and highly complex cases and is distinguished from the next lower level, Deputy City Attorney IV, by its administrative responsibilities and skill in independently handling legal issues and cases of increasing complexity and risk to the city with experienced legal judgment and acumen.

SUPERVISION RECEIVED AND EXERCISED:

Receives general direction from a Senior Assistant City Attorney – Prosecution.

Exercises functional and technical supervision over professional and technical staff, and indirect supervision over clerical staff.

EXAMPLES OF JOB FUNCTIONS: Responsibilities and duties may include, but are not limited to, the following:

Represent the City in the most difficult, sensitive and complex criminal cases.

Provide effective prosecution of misdemeanors and infractions occurring within the City; research, review and file cases; subpoena witnesses; negotiate cases with opposing attorneys; represent the City in arraignments, pre-trials, jury trials and appellate matters.

Prevent and minimize legal exposure by providing legal advice to City officers and employees in law enforcement related matters.

Provide lead supervision and assist in the training of assigned legal staff; participate in reviewing and recommending operating procedures for the assigned division.

Serve as a mentor to Deputy City Attorney I, II, III and IV.

Provide complex staff assistance to a Senior Assistant City Attorney – Prosecution; conduct difficult research and analysis; prepare and present staff reports and other necessary correspondence.

Attend and participate in professional group meetings in the field of criminal law.

Respond to citizen inquiries and resolve difficult and sensitive complaints.

Perform related duties and responsibilities as required.

JOB RELATED QUALIFICATIONS:

Experience and Training Guidelines: Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities are as follows:

Experience: Extensive responsible experience as a Deputy City Attorney IV or the equivalent in the field of criminal laws including extensive criminal trial and appellate matters.

Knowledge of: Legal principles and practices of criminal and constitutional law; methods of legal research; judicial procedures and rules of evidence; statutes and court decisions relating to criminal law; ordinances, statutes and court decisions relating to criminal law; pertinent Federal, State and local laws, codes and regulations.

Ability to: Train and review the work of professional personnel; provide complex administrative and professional staff assistance to the Senior City Attorney; assist in the implementation of Division goals, objectives and practices; represent the City in a wide variety of criminal prosecution proceedings; analyze, apprise, organize and present facts, evidence, and precedents in a clear and logical manner; analyze and prepare a wide variety of legal documents; conduct research on legal problems and prepare sound legal opinions; research, analyze and evaluate new program techniques, methods and procedures; interpret and apply Federal, State and local policies, procedures, laws and regulations; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups and the general public.

License/Certification Required: Possession of a valid California Driver's License. Membership in the State Bar of California

WORKING CONDITIONS:

Environmental Conditions: Work in an office and court room environment. May be required to perform field assignments.

Physical Conditions: Due to the nature of work assignments, incumbents must be able to perform in an office environment utilizing modern office equipment and technology and may require sitting for prolonged periods of time using a computer. Must have the ability to present lengthy presentations to the court and jury. The incumbent stands, walks, and may twist, reach, bend, crouch and kneel. An incumbent must be able to meet the requirements of the classification and have mobility, vision, hearing, and dexterity levels appropriate to the duties to be performed.

OTHER:

FLSA Designation: Professional Exempt

Unit Designation: Professional Management

CAREER LADDER INFORMATION: Experience gained in this classification may serve to meet minimum qualifications for Senior Assistant City Attorney – Prosecution.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.

Document Number: CS3326.DOC
Former Job Class: Deputy City Attorney III
Created 12/1988 – V. Kilmurray
Revised 9/1989 – Ralph Andersen & Associates
Revised 4/2008 – B. Ramirez
Former Document Number: CS1284