

**CITY OF ANAHEIM
CLASS SPECIFICATION**

TITLE CODE: H55

CLASSIFICATION: **Assistant City Attorney**

DEPARTMENT: **City Attorney**

CLASS DEFINITION: To direct, coordinate, and provide a variety of complex and difficult professional legal services related to area of assignment/specialty including in the areas of Civil, Prosecution, Public Utilities, or Redevelopment; to train and advise Deputy City Attorneys with respect to changes in legal concepts, trial procedures and techniques, or other matters related to area of assignment/specialty; to represent the City in the most complex and difficult cases and matters; to provide highly complex staff assistance to a Senior Assistant City Attorney; and may act as Senior Assistant City Attorney as assigned.

Employees in this classification are assigned to a specific area/specialty (i.e., Civil, Prosecution, Public Utilities, or Redevelopment) and are not considered interchangeable.

DISTINGUISHING CHARACTERISTICS: This class is responsible for providing the most difficult, sensitive, and highly complex legal services related to the area of assignment/specialty. This class is distinguished from the next lower level of 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.

May exercise functional and technical supervision over professional, technical, and clerical staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

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

When assigned to any position/specialty:

Direct and coordinate the work of assigned legal staff; assist in the training of assigned legal staff; serve as a mentor to Deputy City Attorneys I/II/III/IV; train and advise Deputy City Attorneys with respect to changes in legal concepts, trial procedures, and techniques.

Participate in reviewing and recommending operating procedures for the assigned division.

Perform complex legal research; prepare written and oral opinions on various complex legal problems for the City Council, City departments, and various boards and commissions.

Assist City departments in formulating policies and procedures relating to legal and liability matters; prevent and minimize legal exposure by providing legal advice to City officers and employees in matters related to area of assignment/specialty.

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

Respond to citizen inquiries; resolve difficult and sensitive complaints.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of municipal law; incorporate new developments as appropriate.

May act as Senior Assistant City Attorney as assigned.

When assigned to Civil:

Represent the City in the most difficult, sensitive, and complex civil cases; serve as defense counsel in civil litigation, labor arbitrations, and administrative law hearings; coordinate cases assigned to outside counsel.

Prepare, draft, and review agreements, ordinances, resolutions, contracts, deeds, leases, and other complex legal documents and instruments.

Develop and provide training to City employees on various legal issues including discipline and grievance, contract development and administration, retaliation, discrimination, conflicts of interest, and related matters.

Provide legal advise to assigned boards and commissions.

When assigned to Prosecution:

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

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

Advise law enforcement personnel regarding criminal investigations.

Ensure enforcement compliance with statutory and constitutional requirements.

When assigned to Public Utilities:

Provide complex legal support and representation to the Public Utilities Department on a wide range of electric and water issues, including bulk power purchases, negotiation of complex agreements, transmission and distribution rights, settlements, and proposed actions.

Provide legal support, consultative services, and representation to Public Utilities Department management on a variety of utilities matters, including the drafting of resolutions and ordinances; the rendering of written and oral opinions; and the preparation of staff reports and correspondence.

Represent the Department in hearings, meetings, and conferences before regulatory agencies, legislative bodies, other industry representatives, the business community, the general public, and other City staff.

Provide complex staff assistance to the City Attorney, the Public Utilities General Manager, and to senior management staff in the Public Utilities Department.

Coordinate contacts, information, and legal services with other legal firms contracted to the Public Utilities Department.

When assigned to Redevelopment:

Provide a variety of professional legal services to the City Council, City departments, Redevelopment Agency, Housing Authority, and various boards and commissions relating to redevelopment and housing matters; perform legal research and prepare written and oral opinions on various legal problems.

Act as general counsel to the Redevelopment Agency with respect to matters unique to the Redevelopment Agency; act as general counsel to the Housing Authority with respect to matters unique to the Housing Authority; assume management responsibility for the provision of legal services to the Redevelopment Agency and the Housing Authority.

Negotiate and prepare highly complex acquisition and development agreements relating to redevelopment and housing projects.

Represent the City, Redevelopment Agency and Housing Authority in the most difficult and complex civil cases; serve as defense counsel in civil litigation; assign, direct, manage, supervise and coordinate the provision of legal services to the Redevelopment Agency and Housing Authority by outside counsel with respect to matters that are unique to the Redevelopment Agency and Housing Authority.

Prepare, draft, and review agreements, ordinances, resolutions, contracts, deeds, leases, and other legal documents and instruments.

Perform related duties as required.

JOB RELATED QUALIFICATIONS:

Experience and Education: Seven years of increasingly responsible experience directly related to area of assignment/specialty, such as in the field of municipal, civil, constitutional, and administrative law or criminal law and criminal prosecution experience, including two years of advanced journey level experience directly related to area of assignment/specialty supplemented by a Juris Doctorate degree from an accredited school of law.

Knowledge of: Advanced legal principles, practices, and procedures related to area of assignment/specialty, which may include civil, criminal, environmental, constitutional, and administrative law; duties, powers, and limitations of a city government; organization and operating procedures of the City Attorney's Office; judicial procedures and rules of evidence; methods and techniques of legal research; methods of research, case analysis, and report preparation; standard legal references and their content; legal precedents and court decisions affecting local government; statutes and codes applicable to proceedings relating to area of assignment/specialty; pertinent federal, state, and local laws, codes, and regulations; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to: Train and review the work of professional personnel; provide complex administrative and professional staff assistance to a Senior City Attorney; assist in the implementation of Division goals, objectives and practices; perform the most difficult and complex legal work in the assigned area of practice; develop, prepare, and present cases requiring court, arbitration, administrative, or quasi-judicial proceedings (based on area of practice); effectively apply legal knowledge and principles in court; research and compile data on a variety of legal cases; conduct research on legal problems; prepare clear and concise legal documents and briefs; research, draft, review, and negotiate sophisticated legal agreements, pleadings, contracts, and settlements; properly interpret and make decisions in accordance with laws, regulations, and policies; present statements of law, fact, and argument clearly and logically; determine the legal impact of

specific laws on City operations; provide legal advice 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; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

License/Certification Required: Membership in the State Bar of California and license to practice in the federal courts. Possession of an appropriate, valid driver's license.

WORKING CONDITIONS:

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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.

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.

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Former Document Number: CS1284, CS1059, and CS1364; CS3326, CS3328, and CS3329

Former Job Title: Deputy City Attorney III

Created: 12/1988 – V. Kilmurray

Revised: 9/1989 – Ralph Andersen & Associates

Revised: 4/2008 – B. Ramirez

Revised 11/2009 – Johnson & Associates (Combines Assistant City Attorney – Civil, Assistant City Attorney - Prosecution, Assistant City Attorney – Public Utilities, and Assistant City Attorney – Redevelopment Classifications)