



JOB DESCRIPTION

Senior Deputy City Attorney

Date Prepared: April, 2016

Class Code: 1113

SUMMARY: Under general supervision of and direction by the City Attorney, acts as legal advisor to the Mayor and Council, City Administrator, and department directors on civil law issues; provides legal opinions and strategy, minimizes risk and liability, researches and manages legal issues, and represents the City in administrative proceedings and legal actions.

DISTINGUISHING CHARACTERISTICS: The Senior Deputy City Attorney is the advanced journey level in the Deputy City Attorney series. An incumbent is distinguished from the Deputy City Attorney by the amount of experience attained in the performance of assigned duties and responsibilities. In addition to requiring only occasional instruction and assistance the incumbent is assigned the most complex legal work on a wide variety of topics and functions as a highly experienced practitioner. The incumbent may be assigned supervisory responsibility over administrative/clerical staff and may provide general direction and assistance to attorney(s) at the Deputy City Attorney level.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following. Under direction of the City Attorney:*

- Serves as legal advisor to the Mayor, City Council and City Administrator; attends public meetings to provide legal advice and information, and presents findings, recommendations, and effective legal solutions.
- Exercises independent judgment within broad policy guidelines; evaluates legal issues, and recommends solutions to minimize risk and safeguard the City's operations; works independently and makes appropriate decisions based on knowledge of City policies; performs duties within scope of authority.
- Researches a variety of legal issues related to municipal government, and advises City departments, advisory boards, and commissions on legal issues; responds to constituent inquiries and complaints.
- Drafts, reviews, and amends a variety of legal documents, including contracts, ordinances, resolutions, leases, deeds, bonds, court pleadings, and technical documentation.
- Represents the City in reviewing, approving, and negotiating legal issues; assures that legal issues are resolved within City policy guidelines; reviews and evaluates pertinent decisions, policies, regulations, claims, civil actions, and other legal matters; assures effective communication of issues and strategies with the City's core management team.
- Manages the case preparation and resolution of litigation, negotiations, settlements, prosecutions, and other municipal legal proceedings; develops legal assessments and strategies;
- Conducts factual and legal analysis to determine whether legal issues should be prosecuted or defended, based on the facts of law and evidence; conducts conferences with opposing parties on settlement of cases.
- Manages legal proceedings and work products from contracted legal professionals.
- Provides information, instructions, and assistance to the public and others having business with the City; responds to and resolves constituent service issues in a courteous and respectful manner.

- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

Juris Doctorate Degree is required; AND five years of experience in a public sector legal practice, including litigation experience. Need not have knowledge and skill in all of the following areas, but must have proficiency in identified practice areas.

Knowledge of:

- City organization, operations, policies, and procedures.
- Federal and state laws and statutes governing municipal operations and administrative law, including California Public Employment Relations Board, the Meyers-Miliias-Brown Act, California Public Records Act, California Elections Code, and the Voters Rights Act; and applicable Federal rules and regulations..
- City Attorney’s protocols and strategies of negotiation and litigation.
- City ordinances, codes, policies, resolutions, and agreements.
- California judicial procedures and rules of evidence.
- Legal precedents and court decisions impacting municipal government.
- The duties, powers, authorities, and limitations of a municipal attorney.
- Legal research methods, techniques, sources, and databases.
- Legal, ethical and professional rules of conduct for public sector employees and elected officials.
- Business computers, and standard and specialized software applications.

Skill in:

- Interpreting and explaining legal standards and procedures, applicable Federal and state rules and regulations, and City policies and procedures.
- Defining legal issues, performing legal research, analyzing technical issues, and developing solutions.
- Reviewing and assessing legal issues and documents, and making appropriate decisions.
- Exercising sound judgment, negotiating agreements, and mediating difficult situations.
- Litigating cases in legal hearings and courtroom settings.
- Researching and identifying precedence in case law.
- Investigating, analyzing, and resolving legal issues and complaints.
- Assessing and prioritizing multiple tasks, projects and demands.
- Using initiative and independent judgment within established procedural guidelines.
- Establishing and maintaining effective working relationships with co-workers, City Council, Mayor, City Administrator, City departments and staff, regional government agencies, and the public.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver’s License may be required. Must be licensed by the Bar to practice law in the State of California, remain active with all California Bar annual requirements, and maintain a clear criminal record.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a standard office environment.