

DEFINITION:

Under general supervision, performs civil legal work of a very complex nature. The Assistant City Attorney II classification represents the City by providing advice and counsel to City staff, Boards and Commissions; and represents the City in litigation. Performs related work as assigned.

CLASS CHARACTERISTICS:

The Assistant City Attorney II classification provides specialized legal services for a City department, board, or commission in a distinct area of law. This assignment requires the use of comprehensive and highly specialized and complex legal procedures and involves the drafting of administrative rules and regulations, preparing opinions on questions of law and procedure, drafting administrative documents and contracts, and representing the City in administrative hearings, and before state and federal courts.

The Assistant City Attorney II classification is expected to analyze administrative and management problems within a legal framework to ensure sound practices and procedures. Assignments within the program area are determined by the City Attorney in consultation with the department head or administrative body. The Assistant City Attorney II classification exercises considerable discretionary judgment in determining the legal, administrative and management strategies in the specialized program area.

The Assistant City Attorney II classification is distinguished from the Assistant City Attorney I classification by broad discretionary and decision-making responsibility, and the specialized nature of very complex legal work that is performed with little supervision. The Assistant City Attorney II may be required to attend night meetings of boards, commissions or the City Council.

EXAMPLES OF DUTIES:

1. Confers and advises certain City departments concerning their respective duties, powers, functions and obligations;

Measure: Timely, quality and concise analysis; relevance.

2. Researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents;

Measure: Timely, accurate, concise and effective.

3. Represents the City in court cases encompassing a wide variety of subject matters, including all phases of pretrial, trial and appellate work;

Measure: Timely, accurate, concise and effective.

4. Represents the City in administrative hearings before City boards and commissions, and state and federal agencies;

Measure: Timeliness and preparedness.

5. Assists other attorneys in all phases of legal work on more complex litigation;

Measure: Timely, accurate, tactful.

6. Attends meetings of the City Council, boards, and commissions as requested by the City Attorney;

Measure: Knowledge of municipal law; practical problem solving; tactfulness.

7. Performs related work as assigned.

#### QUALIFICATIONS:

Note: The level and scope of knowledge and skills listed below are related to job duties as defined under Class Characteristics.

#### Knowledge of:

1. Civil and administrative procedure;
2. Pleading and practices and effective techniques in the presentation of court cases;
3. Judicial procedures and rules of evidence;
4. Principles, methods and techniques of legal research and investigation;
5. Responsibilities and obligations of public officials and administrative agencies;
6. Municipal government organization, structure and functional responsibilities.

#### Skill In:

1. Defining issues, performing legal research, analyzing problems, evaluating alternatives and making sound recommendations;
2. Presenting statements of fact, law and argument clearly and logically;
3. Exercising sound, independent judgment within general policy guidelines and legal parameters;
4. Interpreting state and federal laws and constitutional provisions affecting municipal operations;
5. Establishing and maintaining effective working relationships with those contacted in the course of the work;

6. Representing the City effectively in hearings, courts of law and meetings with others;
7. Preparing clear, concise and competent resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials.

Other Requirements:

Specified positions may require possession of a valid California driver's license and have a satisfactory driving record. Must be a current member of the California State Bar Association. Must be willing and able to attend evening meetings.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS:  
In addition to the above, a minimum of five (5) years of experience as an attorney engaged in the practice of civil law, preferably in a municipal setting.