

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 general direction of the City Attorney, provides a wide range of legal services; analyzes complex legal issues, evaluates alternative approaches to problems, and implements sound solutions; prepares legal opinions, pleadings, ordinances, resolutions, contracts, leases, staff reports, and similar documents; represents the City in criminal, civil, and administrative proceedings and in transactional matters; and responds to inquires from City officials, City staff, community organizations, state and local agencies, ant the general public.

DISTINGUISHING CHARACTERISTICS

The Assistant City Attorney is supervised and directed by the City Attorney and exercises technical and functional supervision over administrative support staff, legal staff and legal service providers, though direct supervision and management of support and legal staff is the responsibility of the City Attorney. Employees in this classification are distinguished from the Deputy City Attorney due to the elevated level of decision making associated with complex and specialized legal services. Specialized legal services may be in areas such as: litigation and claims liability, criminal prosecution, employment law, public contracting, planning, zoning and environmental laws, complex transactions, police, fire, Brown Act, first amendment, public records act, conflicts of interest, finance, real estate, public housing, information technology, records retention, state election laws, state and federal law pertaining to public utility law, redevelopment law, federal law and/or risk management. Work may involve assigning, supervising and reviewing the work of subordinate attorneys.

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. Directs specified program area activities of the City Attorney's Office; assigns legal work to subordinate staff and legal service providers then review work for technical accuracy and completeness.
2. Research and analyze legal issues and statutory and case law; draft and review complex and routine opinions, ordinances, resolutions, contracts, leases, deeds and other legal documents and instruments; approve ordinances, resolutions and contracts as to form and legality.
3. Represent the City in civil, criminal, and administrative proceedings and in transactional matters; perform all phases of pretrial, trial and appellate work; develop litigation strategy, prepare briefs, drafts pleadings, motions and arguments, and conduct discovery and depositions; file motions and briefs; represent the City in court.
4. Provide legal advice to City departments, City staff, City officials, and certain boards and commissions on a wide range of municipal law; conduct research and provide opinions and advice regarding the duties, powers, functions and obligations of City departments and related bodies.

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5. Respond to staff inquiries regarding the legality of complex and routine issues, questions on policy, interpretation of Antioch Municipal Code, and related matters.
6. Assist code enforcement efforts involving nuisances or uninhabitable properties; prepare notices and orders; follow-up on enforcement efforts; advise City staff.
7. Attend meetings of boards, commissions, and committees as requested by the City Attorney; review staff reports and resolutions including those for the Planning Commission; provide staff with feedback and comments.
8. Review insurance information and contracts submitted by all City departments to the City Attorney's Office.
9. Prepare gun forfeiture petitions for the Police Department; attend hearings and prepare Police Officer witnesses.
10. Prepare oppositions to Pitchess motions and attend related court hearings.
11. Respond to correspondence and public inquiries on legal matters related to City business.
12. Maintain current knowledge of complex and routine legal issues and precedents; attend and participate in professional group meetings; participate in professional development activities; read publications relevant to area of assignment.
13. Assist in department budget preparation and administration.
14. Supervise, train and evaluate assigned staff.
15. 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:

- Legal principles and practices including civil, criminal, administrative law and procedures, especially as they relate to municipal governments.
- General, municipal, and public contract law.
- Principles, methods and techniques of legal research and investigation.
- Municipal government organization, structure and functional responsibilities.
- Laws, principles and practices related to municipal government and public administration.
- Judicial procedures and rules of evidence.
- Legal precedents and court decisions related to assignments.
- Appellate practices.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Define legal issues, collect and analyze information, and recommend action.

- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Prepare clear and concise legal documents, including but not limited to, briefs, ordinances, resolutions, correspondence, and supporting documents.
- Conduct research on legal problems and prepare sound legal opinion.
- Present statements of fact, law, and argument clearly and logically.
- Exercise sound, independent judgment within general policy guidelines and legal parameters.
- Represent the City effectively in hearings, courts of law, and meetings.
- Read, understand, interpret, apply, and explain codes, regulations, and other written materials.
- Effectively perform and administer all phases of City legal work.
- Analyze, appraise, and apply legal principles and precedents to difficult legal problems.
- Demonstrate effective leadership, set priorities and meet deadlines.
- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Draw valid conclusions and project consequences of decisions and recommendations.
- Analyze situations and make quick decisions requiring sound judgement.
- Negotiate with other parties.
- Establish and maintain accurate records, prepare concise, comprehensive reports.
- Act with resourcefulness, courtesy and initiative.
- Operate office equipment including computers and supporting software applications.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with employees, public officials, community organizations, the general public and those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree, and,

Experience:

Four years of progressively responsible experience performing legal work. Experience in specialized legal matters such as those pertaining to litigation and claims liability, criminal prosecution, human resources, employment law, complex transactions, police, fire, Brown Act, first amendment, public records act, conflicts of interest, finance, real estate, public housing, information technology, records retention, state election laws, public utilities, redevelopment, and/or risk management is highly desirable. Prior experience in the practice of municipal or other government law is desirable.

License or Certificate:

Current 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: Work is performed primarily in a standard office setting.

Physical: 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.

FLSA: Exempt

Created: September 2021

This class specification identifies the essential functions typically assigned to positions in this class. Other duties not described may be assigned to employees in order to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations.