

SENIOR DEPUTY CITY ATTORNEY

DEFINITION

Under general direction of the City Attorney, to perform the most complex professional legal work and legal research; to perform specialized legal assignments; to represent the City and City Attorney's Office on legal assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the most advanced working level in the professional Deputy City Attorney class series, excepting the Chief Deputy's position. Incumbents are expected to perform the most complex professional legal work and research with minimal direction from the City Attorney. This class differs from the Deputy City Attorney in that incumbents perform the complete scope of City Attorney work, as well as maintain responsibility for a specialty area within the Office of the City Attorney. They may also provide lead direction and training for less experienced legal staff.

REPORTS TO

City Attorney.

CLASSIFICATIONS SUPERVISED

Provides lead direction and training for Deputy City Attorney.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Negotiates drafts and reviews legal documents, including, but not limited to, contracts, ordinances, resolutions, leases, and deeds on behalf of the City and its related entities; attends Planning Commission meetings and provides advice to the Planning Commission and Planning staff on land use, Subdivision Map Act, CEQA, Brown Act, Political Reform Act, and procedural matters; serves as legal advisor for other assigned City departments, boards, or commissions, providing verbal and written advice on a daily basis, as necessary; reviews and drafts development-related finance and implementation plans, including impact fees, studies, public financing, and Community Facility District documents; reviews and drafts documents (including ballot measures and majority protest elections) necessary to comply with Propositions 218 and 26; reviews and analyzes property valuations for City acquisition of property, drafts necessary agreements to acquire appraised properties, and authorizes and drafts appropriate legal documents to support needed eminent domain actions; receives and reviews legal cases and potential litigation, examining evidence, interviewing witnesses, performing requisite investigations to determine the proper course of City legal action; authorizes and drafts appropriate legal documents to support legal cases; appears in court,

SENIOR DEPUTY CITY ATTORNEY 2

preparing and presenting cases at preliminary hearings and legal administrative hearings; analyzes the facts of cases and legal precedents for motions, stipulations, or waivers; prepares pleadings and makes appearances in Court on writ of mandate matters; performs the most complex professional legal assignments and research; maintains responsibility for special assignment areas within the Office of the City Attorney; provides lead direction and training for other professional legal staff; performs special projects and assignments; serves as acting City Attorney in the temporary absence of the City Attorney and Chief Deputy.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk; sit for extended periods; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and/or courtroom environment; occasionally works outside as necessitated by research; frequent contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of municipal law, including functioning of California Charter law cities and the various departments thereof.
- California codes and statutes applicable to criminal and civil law.
- Judicial procedures and the rules of evidence.
- Legal research methods, including LEXIS and other electronic research methods.
- State and federal laws and Constitutional provisions affecting municipal operations.
- Rules of evidence and conduct of hearings in court and administrative proceedings.
- Familiarity with planning and land use law, Subdivision Map Act, CEQA, finance, public contract law, municipal code enforcement proceedings, and Constitutional law preferred.
- Principles of work coordination and training for other staff.
- Interviewing techniques.
- Effective public speaking techniques.
- Computers and software used in professional legal work.

Ability to:

- Maintain responsibility for assigned legal specialty area.
- Meet deadlines and set priorities for workload.
- Understand and interpret laws and regulations and provide well-reasoned legal advice.
- Communicate effectively both orally and in writing.
- Provide training and work direction for other professional legal staff.
- Analyze facts and apply legal precedents and principles to assigned cases.
- Prepare and present a variety of special reports.
- Deal effectively with City officials, staff, outside agencies, and the public.

SENIOR DEPUTY CITY ATTORNEY 3

- Maintain confidentiality.
- Work collaboratively and independently.
- Relate effectively to those contacted in the course of work, being tactful and courteous.
- Distinguish between legal and policy matters.
- Work under pressure of deadline with little or no supervision.
- Operate a computer and use appropriate software in the performance of professional legal work.
- Effectively represent the City and City Attorney's Office with the public, courts, law enforcement agencies, and other government jurisdictions.
- Establish and maintain cooperative working relationships.

Training and Experience:

- Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:
 - Graduation from a college or law school accredited by the American Bar Association or the California State Bar Association with an advanced degree in law.
 - Three years of professional legal experience as a member of the State Bar of California, or another State, working at a level equivalent to a Senior Deputy City Attorney with the City of Merced.

Special Requirements:

- Active membership in the California State Bar.
- Possession of a current valid California Driver's License issued by the Department of Motor Vehicles.
- Incumbent will be required to file a Statement of Economic Interest under the Fair Political Practices Commission.
- Must be willing and able to work the hours necessary to accomplish the job requirements, including working irregular hours to attend evening meetings and travel to attend court, classes, meetings, and/or seminars, as required.

Reference: City of Merced Personnel Rules and Regulations, Sections 5.05 and 5.07.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The City of Merced assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined by City management.

APPROVED Melie Reynolds
Chairperson, Personnel Board

DATE: 10-8, 2012