Bargaining Unit: FLSA:

Position Number:

MM Exempt 2729

DEPUTY CITY ATTORNEY

DEFINITION

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

DISTINGUISHING CHARACTERISTICS

This is the entry and training position in the professional Deputy City Attorney class series. Incumbents are expected to perform professional legal work and research with guidance and supervision from more experienced staff. This class differs from the Senior Deputy City Attorney in that the Senior Deputy City Attorney is the experienced working level with incumbents performing a broader range of legal work under less supervision. Deputy City Attorney incumbents will be expected to increasingly perform more complex work with less guidance. In addition, Deputy City Attorney incumbents will develop special expertise in specific areas of municipal law. It is anticipated that Deputy City Attorney incumbents will devote significant, non-work hours to learning the essentials of municipal law to prepare them for advancement in the profession.

REPORTS TO

City Attorney and Chief Deputy City Attorney.

CLASSIFICATIONS SUPERVISED

This is not a supervisory class.

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

Performs professional legal assignments and research; receives and reviews legal cases and potential litigation, examining evidence, interviewing witnesses, and performing requisite investigations to determine the proper course of City legal action; authorizes and drafts appropriate legal documents to support legal cases; prepares and conducts trial work, as necessary; appears in court, preparing and presenting cases at preliminary hearings, trials, and legal administrative hearings; analyzes the facts of cases and legal precedents for motions, stipulations, or waivers; confers with judges and/or opposition attorneys regarding modifications to cases; negotiates case settlements; provides briefings and oral arguments; anticipates and prepares for legal reasoning of opposition attorneys; drafts jury instructions; presents opening statements; interrogates and cross examines witnesses; argues points of law; presents final arguments and summations; reviews court records, analyzes evidence, and prepares appellate briefs; works with other agencies on cases; may prepare legal opinions for other City staff; may serve as legal advisor for assigned City departments, boards, or

DEPUTY CITY ATTORNEY - 2

commissions.

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 criminal, Constitutional, civil, and administrative law.
- California codes and statutes applicable to criminal and civil law.
- Judicial procedures and the rules of evidence in the conduct of hearings in court and before administrative bodies.
- Legal research methods, including LEXIS and other electronic research methods.
- Interviewing techniques.
- Computers and software used in professional legal work.

Ability to:

- Perform professional legal and legal research work.
- Analyze facts and apply legal precedents and principles to assigned cases.
- Prepare and present cases at all levels of the court system.
- Communicate effectively both orally and in writing.
- Prepare and present a variety of special reports.
- 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.
- Maintain confidentiality.

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.

DEPUTY CITY ATTORNEY - 3

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

Chairperson Personnel/Board

DATE: 10-8-4