

CITY OF SALINAS

DEPUTY CITY ATTORNEY I/II

BARGAINING UNIT/CLASS CODE:
CONF. MGMT. / T18 (I)/C06 (II)

DEFINITION

To provide a wide range of professional legal services to all City departments, City Council, and various boards and commissions.

DISTINGUISHING CHARACTERISTICS

Deputy City Attorney I: This is the entry-level class in the legal series. Attorneys in this class are generally assigned to more routine professional legal tasks. Under the training concept, positions allocated to the Deputy City Attorney II level that become vacant may reasonably be filled at the I level. Work in this class is distinguished from the Deputy City Attorney II class by less complex assignments received and less independence of action.

Deputy City Attorney II: This is the journey level class in the legal series. Attorneys in this class are generally assigned to more routine professional legal tasks. Work in this class is distinguished from the Sr. Deputy City Attorney class by less complex assignments received and less independence of action. Appointment to the II level requires that the incumbent flexibly perform professional legal tasks involving a wide variety of municipal legal subjects with only occasional instruction or assistance.

SUPERVISION RECEIVED AND EXERCISED

Direction is provided by the City Attorney. Functional or technical supervision may be provided by the Assistant City Attorney. Technical or functional supervision may be provided to legal clerical staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Perform legal research and prepare legal memoranda or opinions on various legal problems for City departments, the City Council, and various boards and commissions. Prepare and draft complaints, written discovery, ordinances, resolutions, contracts, deeds, leases, and other legal documents and instruments; review such documents and offer opinions as to legal acceptability when presented to the City for consideration by an outside agency. Represent the City in criminal misdemeanor and code enforcement matters and civil actions. Investigate claims and complaints by or against the City and recommend action to be taken. Prepare cases for administrative hearings and represent the City in such hearings. May represent the City Attorney at meetings and in court when necessary. Respond to citizen complaints and requests for information. Represent the City in the community and at professional meetings as required. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the office work environment; physical strength to lift up to 20 lbs.; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**CITY OF SALINAS
DEPUTY CITY ATTORNEY I/II (continued)**

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Civil and criminal law principles and procedures. Ordinances, statutes, and court decisions relating to municipal corporations. Organization and operating procedures of a City Attorney's Office. Legal principles and practices, including civil, criminal, and administrative law and procedures. Judicial procedures and rules of evidence. Methods of legal research and writing.


Ability to:

Communicate effectively, verbally and in writing. Analyze and prepare a wide variety of legal documents. Conduct research on legal problems and prepare sound legal opinions. Draft resolutions, contracts, ordinances, deeds, and leases. Prepare and present cases in court. Establish and maintain cooperative relationships with those contacted in the course of work. Perform legal work involving the use of independent judgment. Prepare cases for trial and act as prosecuting attorney for the City. Analyze and determine the impact of federal and state legislation upon local government.

License or Certificate:

Membership in the State Bar of California. Possession of a valid California Driver's License. Minimum two (2) years professional legal experience. Municipal experience highly desirable.

Reviewed 
Department Director

Approved 
Senior Human Resources Analyst

Approval Date 2/01/2012

**ORIG: 2-84, REV: 2-94, REV: 2-04
REV: 3-12**