DEPUTY CITY ATTORNEY

DEFINITION

Under general supervision, represents the people and the City of Inglewood to prosecute misdemeanor complaints and provides various legal services to City Departments.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Represents the people and the City of Inglewood to prosecute misdemeanor complaints and provides various legal services to City Departments; interviews witnesses and Police Department representatives; researches new and alternative methods to resolve issues in the community; attends meetings and prepares and presents lectures to Police Department and community on preventative measures and updates on laws and reporting requirements; files and rejects complaints; assists in developing policies and procedures for permits and licensing guidelines, changing zones and/or regulations to facilitate safety.

Conducts plea bargains, pretrial hearings and argues motions; performs legal research, writing and opinions on criminal and current law; prepares and reviews draft ordinances, resolutions, contracts, deeds, leases and other legal documents; responds to and submits appeals and investigation of claims and complaints; interacts with and acts as a mediator for community disputes to ensure compliance; assists and responds to citizen complaints and request for information.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledgeable of applicable city, county, state, and Federal statutes, rules, ordinances, codes and regulations governing municipal law
Knowledgeable of judicial procedures, rules of evidence and methods of legal research, City and Department policies and procedures
Knowledgeable of and proficient in operating a personal computer and MS-Office software package
Skilled in understanding and interpreting laws, regulations, policies, procedures, and guidelines
Skilled in preparing court documents and legal opinions
Skilled in gathering, analyzing and organizing facts and evidence
Skilled in following and performing an oral and written communication in English
Skilled in establishing and maintaining positive and productive working relationships with both external and internal customers

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending; May be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

Juris Doctor degree **AND** two years experience litigating civil and/or criminal cases; must possess at the time of application and maintain a valid license from the State of California Bar Association and a California Driver's License.