CHIEF ASSISTANT CITY ATTORNEY

DEFINITION
Under direction of the City Attorney and/or City Administrator, provides legal counsel to City Departments and elected officials; and assists in the directing of Legal staff and outside counsel engaged in the provision of legal advice to protect the interests of the City.

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
- Provides legal advice, assistance and counsel to City Departments;
- Assists in the reviewing of formal performance evaluations for assigned staff;
- Provides legal advice and interpretation to City Administration, Mayor and City Council Members;
- Provides assistance and guidance to City Attorneys and support staff;
- Assists in the overseeing of cases assigned to outside counsel.
- Prepares and assists in the reviewing and approving of reports and recommendations for Council agenda;
- Represents the City in court and other legal proceedings;
- Conducts research and prepares legal opinions in response to questions and issues facing the City;
- Responds to public and media inquiries and complaints;
- Reviews legal publications and participates in continuing education activities and courses.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state and federal statutes, rules, ordinances, codes and regulations governing municipal law, judicial procedures, rules of evidence and methods of legal research, and of City and Department policies and procedures;
- Skilled in understanding and interpreting laws, regulations, policies, procedures and guidelines, preparing court documents and legal opinions, gathering, analyzing and organizing facts and evidence, providing and following oral and written communications, and in establishing and maintaining productive working relationships;
- Ability to perform essential duties with minimum supervision and to effectively communicate verbally and in writing;
- Proficient in the use of a personal computer, electronic devices and other industry related hardware and software packages to perform essential job duties.

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

QUALIFICATIONS
A Juris-Doctorate Degree AND three (3) years licensed with the State of California Bar Association. Must possess at the time of application and maintain a valid California Driver's License. Preferably seven years or more experience in a municipality advising elected and executives and managers on a wide variety of legal issues.