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;
- Files and rejects complaints, conducts plea bargains, pretrial hearings and argues motions;
- Performs legal research, writing and opinions on criminal and current law;
- 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.
- Interviews witnesses and Police Department representatives;
- Researches new and alternative methods to resolve issues in the community;
- Attends meetings, prepares and presents lectures on preventative measures and updates on laws and reporting requirements;
- Prepares and reviews draft ordinances, resolutions, contracts, deeds, leases and other legal documents;

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, 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 and following and performing an oral and written communication;
- Ability to establish and maintain productive working relationships with both external and internal customers
- Proficient in the use of a personal computer, electronic devices to include MS-Office and other industry related software packages.

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 from an accredited college or university AND one year 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.