SENIOR ASSISTANT CITY ATTORNEY

DEFINITION
Under general supervision, provides legal advice and assistance to the City Council, Departments, Administrative Office and various boards and commissions.

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 City in various civil, criminal and administrative proceedings;
- Performs legal research, writing and opinions on criminal and current law; prepares and reviews draft ordinances, resolutions, contracts, deeds, leases and other legal documents to legal problems and prepares opinions for the City; provides assistance and renders advice in the prosecution of employee grievances;
- Investigates major claims and lawsuits against the City; acts as the City Attorney's liaison with outside counsel.
- Assists in the training of and provides technical and legal guidance to Deputy City Attorneys;
- Attends meetings and make presentations to City Council;
- Assists and responds to citizen complaints and requests for information;
- Supports other staff attorneys by providing trial advice, encouraging site inspections and reviewing insurance coverage.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledge 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 in providing and following oral and written instructions and in establishing and maintaining effective working relationships with both external and internal customers;
- Ability to independently perform essential functions exercising good judgment, provide supervision to office staff members, effectively communicate verbally and in writing with all levels of staff, judges, and the public;
- Proficient in the use of personal computer hardware and software to include MS OFFICE.

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
A Juris Doctor Degree, three (3) years licensed with the State of California Bar Association and four (4) years experience in the practice of municipal law. Must have and maintain a valid California Class C Drivers License.