

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: DEPUTY CITY ATTORNEY

DEPARTMENT: CITY ATTORNEY

BASIC FUNCTION:

Under general direction of the City Attorney, to perform highly responsible legal work relating to city business; to represent the city at administrative and court hearings and to perform related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is a professional legal and administrative position requiring work in research, consultation and court trials. Incumbents will prepare briefs for court cases, investigate claims and represent the city in code enforcement activities including office hearings, administrative hearings and civil or criminal trials. The Deputy City Attorney is distinguished from the next higher level of Assistant City Attorney who handles the most difficult assignments and acts as the supervising attorney in the absence of the City Attorney.

KEY RESPONSIBILITIES:

Provide legal advice to City Council, City Manager, Assistant City Manager, boards and commissions, and department heads; perform legal research and interpret and apply laws, decisions and other legal authority.

Prosecute and defend trial and appellate level cases as assigned, including claims against the City and violations of ordinances and codes.

Prepare various legal documents including contracts, ordinances, resolutions, leases, motions, deeds, memoranda, opinions and other documents.

Review and update ordinances, rules and regulations necessary for municipal compliance with state and federal laws, including environmental, financial disclosure, conflicts of interest, political reform, subdivision, redevelopment, planning, Coastal Act and housing laws.

May assign, supervise and review the work of professional and clerical subordinates involved in a wide variety of legal research and record maintenance work.

Represent the city in the community and with professional organizations.

May serve on committees.

Perform other related duties as assigned.

QUALIFICATIONS

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- State and local government law, including specialized areas in water district and redevelopment, labor and employment, tort, contract, public works, construction, labor and redevelopment law, and computerized legal research.
- Principles and procedures of municipal law and the ability to apply this knowledge, method and practice in order to achieve the Council's goals and objectives and to implement its policies, procedures and programs in a lawful manner.
- Judicial procedures and the corresponding rules of evidence; local ordinance, state and federal laws and California and United States constitutional provisions affecting municipal operation; municipal government structure and operations and relationships to other public jurisdictions.
- City of Carlsbad's codes, ordinances, policies, rules and practices.

Ability to:

- Review a wide variety of documents and identify and resolve legal issues.
- Prepare legal documents.
- Explain and apply legal principles to the programs, policies and operations of the city government.
- Represent the city in litigation and administrative proceedings.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, orally and in writing.
- Work cooperatively and effectively with management staff, employees and others.
- Work well under pressure to meet deadlines.
- Effectively utilize appropriate computer applications to generate legal documents and correspondence, including computer legal research on Lexis and/or Westlaw.

EXPERIENCE AND EDUCATION:

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Graduation from an American Bar Association accredited law school, and two years of responsible professional legal experience in the public sector.

SPECIAL REQUIREMENT:

A member of the California Bar and qualified to practice law before all of the courts of this state and all federal courts as necessary including the United States Supreme Court.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

Ability to work in a standard office environment with some exposure to the outdoors; ability to travel to different sites and locations; attend evening meetings; work under pressure and potentially stressful situations.

This is an at-will management classification.

DATE APPROVED: Nov. 21, 1989