DEPUTY CITY ATTORNEY III

Class Definition

Under general supervision, provides professional legal services to the City Council, boards, commissions, offices, and departments of the City.

Distinguishing Characteristics

Deputy City Attorney III is the advanced working level class in the Deputy City Attorney series. Incumbents act as deputies to the City Attorney and perform a variety of more complex professional legal duties. Duties involve handling of civil and criminal law problems including the preparation of cases for trial, the drafting of resolutions and documents, and the preparation of legal opinions. Incumbents are expected to use professional judgment and skill in the performance of assignments. This class differs from Senior Deputy City Attorney in that the latter performs the most complex legal duties. This class differs from Deputy City Attorney II in that the latter is the working level class in which incumbents work under closer supervision on less complex legal problems. These are unclassified positions in which incumbents serve at the will of the City Attorney.

Typical Tasks
(May include but are not limited to the following.)

Performs legal research and prepares opinions of various complex legal problems for the Council, boards, commissions, offices, and departments.

Prepares and reviews ordinances, resolutions, contracts, deeds, leases, and other legal documents; offers opinions as to the legal acceptability of such documents.

Investigates claims and complaints by or against the City; recommends action to be taken; prepares cases for hearings; represents the City in such hearings.

Prepares and tries cases for condemnation proceedings.

Prepares civil and/or criminal cases for trial; serves as the trial lawyer for the City of Fresno before county, state, and federal courts at all levels.

Initiates tax and ordinance compliance proceedings in court.

Prepares all required instruments and ensures the proper execution of all procedures for acquiring, managing, and disposing of property by the City.

Represents the City Attorney at various board and commission meetings as assigned.

Performs related duties as required.

Knowledge, Skills and Abilities
(The following are a representative sample of the KSAs necessary to perform the duties of the class.)

Considerable knowledge and understanding of administrative, legislative, and judicial procedures, including rules of pleading, evidence, and practice.

Considerable knowledge of legal research methods.

Considerable knowledge, ability, and skill in the preparation and presentation of varied cases before county, state, and federal trial and appellate courts and administrative and legislative bodies.

Skill to operate an office computer in basic legal applications such as electronic legal research, word processing and timekeeping applications.

Ability to acquire and apply thorough knowledge of governmental codes and ordinances.

Ability to conduct research on complex legal problems and prepare sound legal opinions.

Ability to analyze and prepare a wide variety of legal documents.

Ability to present cases in court as a prosecutor, or as an attorney representing the City.

Ability to exercise sound, independent judgment within general policy guidelines and operating parameters.

Ability to effectively complete varied assignments within a narrow time frame.

Ability to prepare clear, concise, and comprehensive records, reports, correspondence and other written materials.

Ability to make clear and persuasive oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the performance of assigned duties.

Minimum Qualifications

Graduation from an accredited school of law; and two years of experience in the practice of law equivalent to that gained as a Deputy Attorney II with the City.

Necessary Special Requirements

Membership in the Bar of the State of California.

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____   DATE: _____
                                    Director

APG:JC:CW:12/03/03