

## **SUPERVISING DEPUTY CITY ATTORNEY**

### **DEFINITION**

Under direction, performs administrative supervisory duties and provides professional legal services for the City of Fresno and its Council, boards, commissions, offices and departments; performs related work as assigned; and performs complex legal work.

### **SUPERVISION RECEIVED/EXERCISED**

Receives supervision from the City Attorney or his/her designee.  
Exercises administrative supervision over assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

The Supervising Deputy City Attorney is a specialized, administrative supervisory class in the City Attorney's Office. Incumbents perform complex professional legal work, and administratively supervises the Transactional and/or Litigation sections in the City Attorney's Office. A Supervising Deputy City Attorney will perform functions as assigned and administratively supervise, as assigned, the handling by deputies of civil, criminal and administrative law problems including the preparation of legal opinions. Incumbents are expected to use sound professional judgment, independence and skill when carrying out assignments. The Supervising Deputy City Attorney is distinguished from the Senior Deputy City Attorney in that incumbents of the latter do not have administrative supervisory responsibilities. The Supervising Deputy City Attorney is distinguished from the Assistant City Attorney in that incumbents of the latter have broader responsibility for the operation and policies for the office, may act in the absence of the City Attorney, and is responsible for handling supervisory personnel issues and employee disciplinary actions in addition to administrative supervisory duties of City Attorney Office staff. This is an unclassified position in which the incumbent serves at the will of the City Attorney.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*(may include, but not limited to, the following:)*

Administratively supervises, assigns, trains, directs, and evaluates the day-to-day activities of attorney's and subordinate professional, paralegal, and investigation support staff; provides input as to training, duties and evaluation of other support staff as assigned; assures training guidance for staff involved in various aspects of professional work; recommends disciplinary actions when necessary to the Assistant City Attorney, Chief Assistant City Attorney or City Attorney.

Assists in developing and administering Office policies and procedures within assigned area of responsibility; monitors the efficiency and effectiveness of professional workflow.

Performs the most difficult and complex professional legal work that may involve both general and specialized issues; researches and prepares legal opinions for City officials, the City Council, boards, commissions, and departments.

Prepares and offers advice on legal matters regarding City policy and procedures, ordinances, resolutions, contracts, and other legal documents; assists others in preparing cases for trial; may prepare matters for hearings and responses; represents the City before courts and administrative boards at all levels.

Monitors legal requirements, trends and issues that impact City operations; provides legal assistance to assist City staff to develop, recommend and/or administer policies; monitors changes in policies and practices in administering a municipal law office.

Initiates code enforcement proceedings as necessary and prepares all required documents; prepares cases for condemnation proceedings.

Prepares complex reports, correspondence and other documents including aspects of annual reports.

May represents the City Attorney at various board and commission meetings; ensures the City Attorney has updated and accurate information for various meetings.

Ensures workloads are balanced; ensures production and performance of quality work; promotes efficiency in the office; develops methods to reduce legal service delivery costs.

Performs other related work as assigned.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### **Knowledge of:**

Municipal, State, Federal and constitutional laws affecting city government.

Methods of legal research.

Court and administrative agency procedures, including pleading requirements and rules of court and evidentiary rules.

Ethical and other Rules of Professional Conduct that regulate the practice of law.

Administrative practices and procedures for governing a municipal law office, including general issues relating to staffing, personnel matters, budgeting, workload management, general municipal government policies and procedures, and the impact of political issues on the operations of the office.

### **Ability to:**

Proficiently utilize computer equipment and software, and other law office technology to format, prepare and process documents in a reasonably efficient manner.

Supervise the day-to-day professional duties of a section within the City Attorney's Office.

Analyze and research varied and complex legal issues and prepare sound legal advice and opinions.

Draft and present persuasive legal arguments.

Read and comprehend legal documents quickly and efficiently.

Assist in the implementing of legal policies, procedures and responses related to a wide variety of city government issues.

Prepare appropriate pleadings and other documents in litigation cases and represent the City in administrative and judicial proceedings at trial and appellate levels.

Deal effectively and diplomatically with City officials, other offices, professional staff, public/private agencies, other attorneys and the general public on a variety of issues.

Inspire and impart confidence and trust.

Prepare complex reports, correspondence and other documents, to support operation of the office.

Express oneself clearly and effectively, both verbally and in writing.

Undertake and complete assigned projects on own initiative with minimum supervision.

Work well under the pressure of a heavy workload and complete assignments within specified time limits.

Work effectively and cooperatively in a team environment and foster the same with other staff.

Demonstrate continuous and progressive leadership potential.

Prepare periodic quality performance evaluations of attorneys under incumbent's supervision and provide input on others where applicable.

Understand fiscal consequences associated with section and office actions.

Quickly recognize the potential for issues to become high profile.

Exercise sound judgment.

Quickly recognize superior, average and substandard deliverance of legal services.

Train staff and provide fair and objective coaching and motivation to others.

Demonstrate awareness of actions/ recommendations on office and citywide morale.

Competently analyze, handle and prepare highly complex, wide varied technical and legal transactional documents, and sensitive municipal law issues.

Apply legal knowledge to varied complex problems.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Graduation from an accredited school of law; AND

#### **Experience:**

Six years of varied experience in the practice of law, including civil and criminal trial and appellate court experience, which included experience in local government law, preferably in a public law office. Other specialized legal training or experience may be substituted for the required experience at the discretion of the City Attorney.

### **Special Requirements**

Must be a current, and continued member, in good standing with the California State Bar Association.

Successful candidate considered for hire will be required to successfully pass an extensive Department of Justice fingerprinting process before being eligible for hire.

Qualified to practice law before all courts in California and relevant Federal Courts, including the Ninth Circuit.

Possess and maintain a valid California Class C Driver License.

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_  
Director of Personnel Services

CW: TJM/scm: 4/2013