

SENIOR DEPUTY CITY ATTORNEY I

DEFINITION

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

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Chief Assistant City Attorney. Exercises no supervision.

DISTINGUISHING CHARACTERISTICS

Senior Deputy City Attorney I is the first advanced journey level in the Senior Deputy City Attorney series. Assigned a variety of complex legal duties, incumbents handle civil and criminal law problems, including the preparation and presentation of cases, the drafting of resolutions and documents, and the preparation of legal opinions. A Senior Deputy City Attorney I is expected to exercise professional judgment, independence and skill in the performance of duties. Senior Deputy City Attorney I differs from Senior Deputy City Attorney II in that the latter performs more complex legal duties, specializing in a particular area of law. This is an unclassified position in which incumbents serve at the will of the City Attorney.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but are not limited to, the following:

Performs in depth legal research and prepares opinions of various 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 complicated 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.

Develops strategies regarding the prosecution, defense and settlement of claims.

Receives and reviews legal cases and potential litigation, examines evidence, interviews witnesses, and performs requisite investigations to determine the proper course of City legal action.

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

Analyzes and interprets legislation and court decisions and trains other staff on recent developments in the law, as needed.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Administrative, legislative, and judicial procedures, including rules of pleading, evidence, and practice.

Legal research methods.

Skill to:

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

Prepare and present varied cases before county, state, and federal trial and appellate courts and administrative and legislative bodies.

Operate modern office equipment including computer equipment.

Operate a motor vehicle safely.

Ability to:

Apply thorough knowledge of governmental codes and ordinances.

Conduct research on complex legal problems and prepare sound legal opinions.

Analyze and prepare a wide variety of legal documents.

Present cases in court as a prosecutor, or as an attorney representing the City.

Exercise sound, independent judgment within general policy guidelines and operating parameters.

Complete various complex assignments within a narrow time frame.

Prepare clear, concise, and comprehensive records, reports, correspondence and other written materials.

Make clear and persuasive oral presentations.

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 (2) years of experience in the practice of law equivalent to that gained as a Deputy Attorney III with the City.

Special Requirement(s):

Member in good standing of the California State Bar Association.

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

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 4/15/2019

New 04/15/2019