

DEPUTY CITY ATTORNEY II

DEFINITION

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

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Attorney or their designee. This class does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Deputy City Attorney II is the working level class in the Deputy City Attorney series. Incumbents act as deputies to the City Attorney and perform a variety of professional legal duties. Duties involve handling 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 Deputy City Attorney III in that the latter is the advanced working class in which incumbents perform a broader range of duties involving more complex legal problems with a minimum amount of supervision. These are unclassified positions 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 legal research and prepares opinions on various legal problems for the City 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 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 proceedings in court.

Prepares the required instruments and documents 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.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

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

Legal research methods.

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.

Skills to:

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

Safely operate a motor vehicle.

Ability to:

Acquire and apply thorough knowledge of governmental codes and ordinances.

Conduct research on 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.

Effectively complete varied 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 membership in the Bar of the State of California.

Necessary Special Requirements

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

APPROVED: (Signature on File)
Director of Personnel Services

DATE: 10/4/2019