

SPECIAL ASSISTANT CITY ATTORNEY

DEFINITION

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

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the City Attorney or designee. This classification does not exercise supervision over staff.

DISTINGUISHING CHARACTERISTICS

Special Assistant City Attorney is a specialized, non-supervisory class in the City Attorney's Office. Incumbents act as deputies to the City Attorney and perform the more complex legal duties. These duties involve the handling of civil and criminal law problems including the preparation and presentation of cases, the drafting of resolutions and documents, and the preparation of legal opinions. Incumbents are expected to use professional judgment, independence, and skill in the performance of duties, the acceptability of which is subject to review by professional superiors. Special Assistant City Attorney differs from Assistant City Attorney in that incumbents of the former do not have supervisory responsibilities. It differs from Supervising Deputy City Attorney in that the incumbent of the latter performs administrative supervisory responsibilities of assigned staff in addition to performing complex professional legal work.

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 complex legal research and prepares and presents the more important legal opinions to the Mayor, City Council, City Manager, department directors, Redevelopment Agency, and other boards, commissions, and offices of the City.

Prepares and drafts all types of ordinances, resolutions, contracts, deeds, leases, and other legal documents.

Prepares cases for trial and administrative hearings; may serve as a trial/administrative lawyer for the City of Fresno before county, state, and federal courts at all levels.

Investigates the more serious claims and complaints by or against the City of Fresno; recommends action and takes such action as is necessary.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Thorough knowledge, understanding, and ability in the specialized field of local government law.

Thorough knowledge and understanding of city ordinances and charter provisions, state and federal statutes, state and federal constitutional provisions, and state and federal judicial decisions.

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

Methods of legal research, and ability to apply legal knowledge to varied fact situations.

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

Skill/Ability to:

Conduct research on varied and complex technical and legal problems, and in preparing sound reports and legal opinions.

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

Analyze and prepare widely varied and complex technical and legal documents.

Communicate clearly and concisely, orally and in writing, and to instruct others.

Understand varied and complex non-legal subjects, in analyzing non-legal problems, and in relating non-legal subjects and problems to applicable law.

Work diplomatically and effectively with public officials, fellow employees, and the public.

Undertake and carry through assigned projects on own initiative with minimum supervision and direction.

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

MINIMUM QUALIFICATIONS

Graduation from an accredited school of law and three (3) 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 Requirement

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: (Signature on File)
Director of Personnel Services

DATE: 12/15/2025

NEW: SM:vd 12/01/2025