

OFFICE OF THE SAN DIEGO CITY ATTORNEY
DEPUTY CITY ATTORNEY

Employees in all of these grades perform professional legal duties of similar type and character. Work of Deputy City Attorneys at each of these levels are distinguished by increasing proficiency and skill in independently handling legal issues, matters, and cases of increasing complexity and risk to the City with experienced legal judgment and acumen.

DEPUTY CITY ATTORNEY II

DESCRIPTION:

To perform a wide variety of professional legal duties ranging in difficulty from basic to moderate in either the Criminal Division, Civil Advisory Division or Civil Litigation Division of the City Attorney's Office.

DISTINGUISHING CHARACTERISTICS:

Deputy City Attorney (DCA) II – DCA II's handle all of the responsibilities of DCA I's generally performing tasks ranging from routine entry level to moderate difficulty, but working on a significantly greater number of assignments of moderate difficulty than DCA I's. DCA II's provide guidance and mentoring to less senior deputies. DCA II's generally have a minimum of one year of directly related work experience or equivalent.

ESSENTIAL FUNCTIONS:

The following functions are typical for this classification. Incumbents may not perform all of the listed functions and/or may be required to perform additional or different functions from those set forth below to address business needs and changing business practices.

Perform legal research and prepare written and oral opinions on various legal issues for the City Council, City departments, various boards, commissions, courts, and other tribunals.

Respond to citizen inquiries; attend community meetings to provide updates of City actions and to inform citizens on relevant issues; resolve difficult and sensitive complaints.

Attend and participate in professional group meetings; maintain awareness of new trends and developments in the DCA's particular area of practice or specialty; incorporate new developments as appropriate.

Perform related duties as required.

When assigned to Civil Litigation Division:

Prosecutes or defends civil actions in which the City is involved such as affirmative litigation, personal injury claims and property damage cases and other litigation.

Prepares briefs on appeals, opinions or legal actions.

Represents the City on regulatory matters before courts and administrative bodies on taxation matters; represents the city in eminent domain cases necessary to acquiring land for redevelopment purposes.

Monitor litigation matters being handled by outside counsel as assigned.

Reduce monetary losses sustained by the City; recover damage claims in land development construction matters.

Represent and advise the City and City employees in civil cases, labor arbitration, and administrative law hearings including Court of Appeal and Supreme Court; may coordinate cases assigned to outside counsel.

When assigned to Civil Advisory Division:

Provide legal advice to City Council, City departments and various boards and commissions on California Public Records Act and Brown Act requirements and standards.

Prevent and minimize legal exposure by providing legal advice to City officers and employees in matters related to area of assignment/specialty.

Participate in the development of modifications and expansions to the municipal code.

Attend meetings of the City Council, Council Committee(s), and various boards and commissions.

Represents City on transaction matters including the negotiation and drafting of public works, professional services, purchase, real estate and other contracts.

Prepare, draft, and review agreements, ordinances, resolutions, contracts, deeds, leases, and other legal documents and instruments.

Perform legal research and advise City departments in formulating policies and procedures including those related to liability and other legal matter; prepare legal opinion memoranda.

Provide advice to City departments on a variety of matters including Public Records Act requests, ADA matters, and labor matters.

When assigned to Criminal Division:

Provide effective prosecution of misdemeanors and infractions occurring within the City; evaluate cases for legal sufficiency and constitutional compliance; review and file cases; prepare and subpoena witnesses; prepare discovery responses; negotiate cases; represent the City and the People of the State of California in pre-trials, trials, post-trial and appellate matters; independently manage case load.

Coordinate follow-up investigations by city Attorney investigators, law enforcement personnel, and regulatory agency personnel.

In civil prosecutions, take and defend depositions, propound and respond to discovery, meet all litigation deadlines, and manage all aspects of case prosecution and resolution.

Attend meetings and trainings related to the investigation of, and issues surrounding, enforcement of municipal and state code related violations.

Negotiate municipal and state code violations with property/business owners in order to resolve the violations prior to criminal case filings.

Assist in preparing and reviewing administrative and criminal search warrants.

QUALIFICATIONS:

Experience and Education: Should have one year or more of relevant experience directly related to area of assignment/specialty.

Knowledge of: Legal principles, practices, and procedures related to area of assignment/specialty, which may include civil, criminal, constitutional, and administrative law; duties, powers, and limitations of a city government; organization and operating procedures of the City Attorney's Office; judicial procedures and rules of evidence; methods and techniques of legal research; methods of research, case analysis, and report preparation; standard legal references and their content; legal precedents and court decisions affecting local government; statutes and codes applicable to proceedings relating to area of assignment/specialty, which may include civil rights and public labor law or criminal law; pertinent federal, state, and local laws, codes, and regulations; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to: Perform a variety of legal work in the assigned area of practice with varying degrees of complexity and difficulty; develop, prepare, and present cases requiring court, arbitration, administrative, or quasi-judicial proceedings (based on area of practice); effectively apply legal knowledge and principles in court; research and compile data on a variety of legal cases; conduct research on legal problems; prepare clear and concise legal documents and briefs; research, draft, review, and negotiate sophisticated legal agreements, pleadings, contracts, and settlements; properly interpret and make decisions in accordance with laws, regulations, and policies; present statements of law, fact and argument clearly and logically; determine the legal impact of specific

laws on City operations; provide legal advice and consultation to City departments, boards, and commissions; plan and organize work to meet changing priorities and deadlines; plan, prioritize, and execute timelines without supervision; meet critical deadlines while working with frequent interruptions; exercise good judgment and maintain confidentiality regarding critical and sensitive information, records, and reports; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work.

PROFESSIONALISM

Deputy City Attorneys will be expected to provide competent legal work based upon the law and facts without political, partisan or personal considerations. They will perform their job duties with the highest degree of professionalism and integrity. This includes being courteous and respectful to the public, judges, elected officials and City management.

Deputy City Attorneys will be required to conduct their legal work with the highest level of integrity, honesty, and professionalism. These qualities are defined by requirements under the California Rules of Professional Conduct.

SUPPLEMENTAL INFORMATION:

License/Certification Required: Membership in the State Bar of California. Possession of a valid California driver's license or ability to travel to various locations in a timely manner as required in the performance of duties.

ENVIRONMENT/WORKING CONDITIONS:

Environmental Conditions: Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends. Deputy City Attorneys are exempt under the FLSA.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

SUPERVISION RECEIVED AND EXERCISED:

Receives moderate direction from a supervising DCA and general supervision from Assistant City Attorney.