

## **OFFICE OF THE SAN DIEGO CITY ATTORNEY**

Deputy City Attorneys I-V perform professional legal duties of similar type and character. Work of Deputy City Attorneys at each of these levels is 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, skill and acumen.

### **DEPUTY CITY ATTORNEY IV**

#### **Civil Advisory Division**

#### **DISTINGUISHING CHARACTERISTICS & SCOPE OF WORK:**

Provides substantial expertise in assigned areas of law or specialty. Interprets complex facts and the law in areas of high ambiguity. Independently and competently handles a variety of complex and high-profile legal matters.

Provides advice, training and/or guidance in assigned fields of practice and expertise to deputies and others. May supervise deputies, paralegals, investigators, and other City Attorney personnel.

#### **EDUCATION & EXPERIENCE**

Typically, ten (10) years of experience as an attorney with at least five (5) years of experience practicing municipal law. Membership in the State Bar of California.

#### **KNOWLEDGE, SKILLS & ABILITIES**

1. Strong legal knowledge of CORE<sup>1</sup> areas to flag issues that arise in assigned areas. Fully developed legal knowledge and expertise in principles, practices, and procedures related to assigned areas. Sufficiently familiar with other areas to coordinate overlapping assignments or issues. Resource for other DCA's.
2. Advanced understanding of City and the duties, powers, and limitations of a city government and prosecutorial authority; pertinent federal, state, and local laws, codes, and regulations; and the City Attorney's Office structure, expectations, policies and procedures.
3. Advanced interpersonal communication and collaboration skills, including proven ability to actively listen, negotiate, persuade, problem-solve, and educate. Ability to gain trust and build credibility with a broad group of colleagues, clients, and the community.
4. Advanced research and analytical skills; ability to readily identify critical legislative changes in area of specialty. Advanced knowledge of Office guidance resources.
5. Ability to maintain confidentiality and exercise discretion and tact when handling sensitive or potentially sensitive issues. Demonstrated commitment to the highest ethical standards including California Rules of Professional Conduct.
6. Advanced coaching and leadership skills to incorporate feedback and provide clear expectations, guidance and performance feedback to less experienced DCAs, legal support staff, interns and volunteers.

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<sup>1</sup> CORE areas are those areas of municipal law with which DCA's should have a basic level of familiarity advancing to expert knowledge, pertinent to their assignment. They are: The Ralph M. Brown Act; California Public Records Act; Records Retention laws; San Diego Charter (particularly Charter section 40) and City government structure; Ethics - Agency and Attorney; CA Gov't Code.

**ESSENTIAL FUNCTIONS:**

1. Understands the diverse needs and interests of various stakeholder groups; creates and fosters an environment to ensure collegiality and information sharing. May act as a liaison and monitor matters being handled by outside counsel or other agencies.
2. Develops objectives and ensures timely service according to established priorities. Delegates work effectively to maximize efficiencies.
3. Provides clear expectations and mentors less experienced DCAs, legal support staff, interns, and volunteers, to establish strong commitment to teamwork and meet expected levels of productivity and accuracy.
4. Puts into practice the City Attorney's commitment to diversity and inclusion – is collaborative, supportive, respectful of differences, and committed to fairness and diversity in all interactions, both within and outside the team. Promotes equity in advancements and encourages participation in mentoring opportunities. Ensures equal opportunity in recruitments through diverse representation on hiring committees and outreach efforts.
5. Has advanced written communication skills and adheres to standards outlined in the City Attorney's Style Manual. Creates and delivers effective materials and/or presentations appropriate to a particular audience. Presents all communications with Office, client, court, court staff, and opposing counsel in a professional and courteous manner.
6. Seeks professional development opportunities.

**DIVISION FUNCTIONS:**

1. Proficiently identifies general and nuanced issues, risks, and strategic solutions. Able to develop strategic solutions to increasingly complex issues.
2. Proficiently identifies, researches, and briefs increasingly complex legal matters.
3. Proficiently drafts pleadings and motions in increasingly complex cases.
4. Directs and effectively manages increasingly complex and heavy caseload of civil litigation files from inception to disposition, taking into consideration and balancing administrative and leadership responsibilities, if applicable.
5. Proficiently performs all discovery tasks, including fact and expert discovery. Strategically develops and implements comprehensive discovery plans in increasingly complex cases.
6. Identifies necessary deposition witnesses. Proficiently takes and defends percipient witness, party, and expert depositions in increasingly complex cases.
7. Proficiently handles all court appearances, including dispositive motion hearings, settlement conferences, and mediations in increasingly complex cases.
8. Proficiently performs all aspects of trial preparation and trial in increasingly complex cases.
9. Proficiently communicates and acts as a liaison with clients, risk management, city departments, outside counsel, and excess insurance carriers.
10. Trains deputies and others on legal and procedural issues.

**SUPPLEMENTAL INFORMATION:**

Attorneys in this position must be able to travel to locations outside the office; therefore, possession of a valid California Class C driver's license and personal vehicle or other means to travel are required.

**ENVIRONMENT/WORKING CONDITIONS:**

Environmental Conditions: Work is performed primarily in a standard office setting with occasional to routine exposure to the external environment when going to outlying offices or meetings and off-site locations. 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 pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. May require occasional to frequent walking of up to .5 miles to off-site locations.