

**CITY OF SANTA CLARA, CALIFORNIA
CLASS SPECIFICATION**

TITLE: CHIEF ASSISTANT CITY ATTORNEY (XXX)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
City Attorney's Office	City Attorney	Exempt

CLASS SUMMARY

Under general direction, performs the most complex work of considerable difficulty. Responsibilities include managing, controlling, and directing employees and formulating and implementing administrative policies and objectives for assigned personnel. Performs related work as required.

EDUCATION AND EXPERIENCE

Minimum Qualifications:

- J.D. or L.L.B. from an accredited law school;
- Ten (10) years recent experience in the general practice of law. Five (5) years of the qualifying experience must include dealing with municipal, county or state governmental agencies in the State of California;
- One year of supervisory experience is desirable; and
- Trial experience is highly desirable.

LICENSES AND/OR CERTIFICATES

- Possession of an appropriate California driver's license is required.
- Active member in good standing of the State Bar of California is required.
- Admission to the Federal District Court and Federal Appeals Court Bar is desirable.

DISTINGUISHING CHARACTERISTICS

This is a professional managerial position in the unclassified service. An incumbent in this classification exercises independent judgment and discretion. The position requires ability to work well with management, professional and administrative support employees in the Office; with clients, professionals, managers, City's executive management team and all City Departments and elected and appointed officials from the City and various boards, commissions, and committees. This classification is distinguished from the lower level Assistant City Attorney classification, in that the latter class has supervisory capacity over the Assistant City Attorney classification, other professional level classifications, and support staff.

The Chief Assistant City Attorney is a member of the City's unclassified service. This classification is an "at-will" position and the incumbent serves at the discretion of the City Manager. An incumbent in this classification must demonstrate strong ethical, professional, and service-oriented leadership and interpersonal skills, set a good example; and correctly apply and abide by the tenets of the City's Code of Ethics and Values.

ASSISTANT CITY ATTORNEY

TYPICAL DUTIES

Duties may include but are not limited to the following:

Under general direction of the City Attorney:

- Acts as second-in-command of the City Attorney's Office;
- Plans, directs, and participates in the development and implementation of goals, objectives, policies and priorities for the City Attorney's Office;
- Performs management and supervisory duties assigned by the City Attorney;
- Recruits, supervises, train and evaluate assigned staff;
- May act for the City Attorney in his/her absence or at his/her direction;
- Manages the training and supervision of subordinate attorneys and support staff;
- Provides legal counsel to elected and appointed officials, boards, commissions, committees and City departments. This includes, but is not limited to, interpretation of Federal, State, County, and City Constitutions, charters, statutes, ordinances, resolutions, rules, regulations, court decisions, administrative law decisions, and other legal authority.
- Makes appearances and conducts litigation on legal matters before State and Federal courts, boards, administrative agencies, and commissions. This includes preparation of pleadings, discovery, briefs, motions and other documents in preparation and trial of cases and the handling of appeals in both criminal and civil cases;
- Oversees services provided by outside legal specialists engaged by the City for specialized legal matters;
- Prepares drafts and/or review the legality of legislation, ordinances, resolutions, administrative policies, contracts, deeds, leases and other legal documents and instruments;
- Confers with the City Attorney to ascertain legal policy and then make decisions with respect to prosecution, compromise and/or dismissal of civil and criminal litigation;
- Prepares eminent domain proceedings;
- Assists in land, right-of-way and property acquisition and disposal on behalf of the City;
- Negotiates contracts, real estate purchases, and leasing transactions, including below market rate housing transactions;
- Monitors and assists in the collection of debts and damages due to the City;
- Monitor and assist in the investigation of claims and complaints by and against the City;
- Attends meetings of the City Council, boards and commissions as assigned by the City Attorney to render legal advice and counsel;
- Assists in processing and settling claims and in preparing insurance specifications for service and public works projects; and
- Perform other work as assigned.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Principles and practices of civil, criminal, constitutional, and administrative law; trial procedures and rules of evidence; and, research resources and state of the art methods of legal research techniques.
- General statutory and case law, with specific knowledge of law related to municipal government functions;
- Principles and practices of government organizations, powers and limitations of governmental

ASSISTANT CITY ATTORNEY

- functions, organizational management and supervision;
- Office safety practices, procedures and standards; and
- Organization and operating procedures of a municipal attorney's office.

Ability to:

- Communicate both orally and in writing in a highly effective manner;
- Prepare analysis of law, fact, and argument, clearly and logically;
- Analyze, appraise and apply legal principles and precedents to difficult legal problems and use independent judgment;
- Present statements of law, fact, and argument clearly and logically, including presenting complex cases in court, including jury trials;
- Prepare complex legal opinions and a wide variety of sophisticated legal documents;
- Have a common-sense approach to decision making and balancing the needs of the requesting City client;
- Work both collaboratively and independently using sound judgment, initiative, creativity and discretion in responding to sensitive community and organizational issues, concerns, and needs;
- Effectively manage, organize, train and supervise assigned staff;
- Build credibility, trust and strong working relationships with internal and external clients by working cooperatively and collaboratively, by working in a team environment, by seeking input from others, by listening and communicating, by using tact and discretion and by communicating, when appropriate, technical information in non-technical terms;
- Handle stressful or sensitive situations with tact and diplomacy;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Work effectively in time-sensitive situations and meet deadlines; coordinate multiple projects and complex tasks simultaneously;
- Handle a range of assignments from routine to complex; and
- Bend, stoop, reach, carry, crawl, climb, and lift as necessary to perform assigned duties.

Skill in:

- Performing detailed and extensive legal research on complex issues using the latest in specialized legal computer software and technology, i.e. Westlaw, internet;
- Preparing and presenting complex cases in court, including jury trials; and
- Computer technology, i.e. Microsoft Office Suite programs (Word, Excel, PowerPoint).

SUPERVISION RECEIVED

Works under the general direction of the City Attorney or designee.

SUPERVISION EXERCISED

Supervises assigned personnel.

OTHER REQUIREMENTS

Must be able to perform all of the essential functions of the job.

ASSISTANT CITY ATTORNEY

SPECIAL CONDITIONS

May be required to work odd and unusual hours as needed.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually and upon leaving office, in accordance with City Manager Directive 100.

CLASSIFICATION HISTORY

Created 02/2020