

CITY OF MILPITAS
EFFECTIVE: 12/11/07
EEOC: Admin
FLSA: Exempt
UNIT: Unrepresented
PHYSICAL: 1

DEPUTY CITY ATTORNEY

DEFINITION

Under the general direction of the City Attorney or the Assistant City Attorney; provides a wide range of professional legal services: daily legal advice directly to City staff; legal analysis for City boards and commissions and City Council; drafts legal documents; and may represent the City in civil litigation, arbitrations, mediations, and administrative hearings.

DISTINGUISHING CHARACTERISTICS

This is a single, or in the event there is no Assistant City Attorney, may be a two position class that includes litigation, contract negotiating and drafting, researching issues of municipal law, and providing advice to all City departments. The incumbent works on a variety of legal issues and performs related work as required. The incumbent receives direction and supervision from the City Attorney or the Assistant City Attorney, but is responsible for exercising independent judgment in implementing direction. The incumbent may provide technical supervision over legal clerical or paralegal staff to accomplish work assignments.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform legal research and prepare opinions on various legal problems for City departments, the City Council, and various boards and commissions.

Prepare and draft ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments; review such documents and offer opinions as to legal acceptability when presented to the City for consideration by an outside agency.

Represent the City in civil actions brought by or against the City.

Investigate claims and complaints by or against the City and recommend action to be taken.

Prepare cases for administrative hearings and represent the City in such hearings.

EXAMPLES OF DUTIES (Cont'd)

May represent the City Attorney at various City Council and board and commission meetings and in court when necessary.

Respond to citizen complaints and requests for information.

Represent the City in the community and at professional meetings as required.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Civil and administrative procedure
- Pleading and practices and effective techniques in the presentation of court cases
- Judicial procedures and rules of evidence
- Principles, methods and techniques of legal research and investigation
- Responsibilities and obligations of public officials and administrative agencies
- Municipal government organization, structure and functional responsibilities

Ability to:

- Define issues, perform legal research, analyze problems, evaluate alternatives and make sound recommendations
- Present statements of fact, law and argument clearly and logically
- Exercise sound, independent judgment within general policy guidelines and legal parameters
- Interpret state and federal laws and constitutional provisions affecting municipal operations and conduct legal research as necessary to ascertain relevant law
- Establish and maintain effective working relationships with those contacted in the course of the work
- Represent the City effectively in hearings, courts of law and meetings with others
- Prepare clear, concise and competent resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials

EXPERIENCE AND EDUCATION

Experience: Three years of responsible professional legal experience including experience in municipal law.

Education: Juris Doctor degree from an accredited law school.

CITY OF MILPITAS
Deputy City Attorney (Continued)

LICENSE AND CERTIFICATE

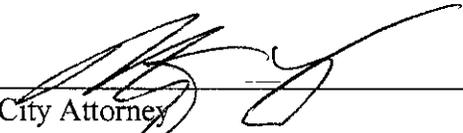
- Membership in the State Bar of California.
- Possession of, or ability to obtain and maintain an appropriate, valid California Driver's License.

SPECIAL REQUIREMENTS:

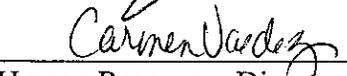
Essential duties requires the following physical abilities and work environment.

Ability to work in a standard office environment, ability to attend night (evening) meetings, and ability to travel to various locations within and outside the City of Milpitas.

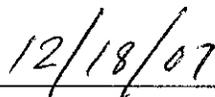
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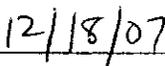
City Attorney



Human Resources Director



Date



Date