

**CLASS SPECIFICATION**  
**Deputy City Attorney**

FLSA Status: Exempt  
Union Representation: Nonrepresented/exempt from Civil Service

**GENERAL PURPOSE**

Under general supervision, provides legal services to designated bureaus and in assigned areas of the law; represents the City and its employees, including the Mayor and other high-level officials, in federal and state litigation and administrative hearings; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Deputy City Attorney is the first level in the City's professional attorney series. While expertise may be gained in a specialized area of municipal law, incumbents may be responsible for legal matters in any area assigned by the City Attorney. A greater proportion of an incumbent's time is spent in litigation representation, typically involving cases filed in state and federal courts, often for large dollar claims. Assignments may vary in difficulty and complexity based on an incumbent's experience, expertise and demonstrated proficiency.

Deputy City Attorney is distinguished from Senior Deputy City Attorney in that an incumbent in the latter class will have substantially greater experience in civil law and litigation.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Represents the City and its employees in state and federal litigation; prepares for trial by investigating and mastering non-legal information and facts, legal provisions, statutes, case law and City Code; investigates claims and defenses raised by claimants; interviews witnesses; conducts document discovery; investigates and locates evidentiary materials; performs legal research; drafts legal forms for use in litigation; tries cases; drafts appellate briefs and oral argument before state and federal appellate courts; participates in negotiations and settlement discussions; prepares cost/benefit analyses of pursuing litigation versus other forms of resolution; prepares and takes depositions; selects expert witnesses; files pre-trial pleadings and motions; drafts hearing briefs.
2. Drafts resolutions and ordinances ranging from routine to complex; prepares oral and written legal opinions for City bureaus and personnel; drafts, reviews and finalizes legal documents; reviews and approves contracts; drafts explanatory memoranda on legal implications of complex issues; reviews bureau documents for legal sufficiency.

3. Responds to public records requests; provides interpretations of City Code provisions in response to citizen and public official requests.
4. Reviews proposed legislation for policy and fiscal impacts on the City; advises assigned bureaus on legal and policy issues; provides advice and direction to ensure City employees comply with legal requirements.
5. Advises bureaus on changes in laws and provides recommendations for Code changes.
6. Advises Risk Management on the validity of claims prior to litigation.

#### **OTHER DUTIES**

1. Provides work assignments and direction to legal assistants, law clerks and paralegals.
2. Assists other attorneys by developing necessary information, preparing recommendations and completing cases of a more difficult nature.
3. Provides in-house preventative legal education and training seminars to City employees in relevant legal areas; reviews and develops written training and educational materials.
4. Serves on City-wide committees; presents topics to Bar groups on various legal subjects.
5. Keep abreast of changes in laws, policies and procedures as they apply to an assigned bureau.
6. Responds to citizen inquiries on legal subjects.
7. Responds to media inquiries.

#### **DESIRED MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Principles and practices of civil and administrative law, especially as they relate to municipal governments.
2. State and federal court procedures and rules of evidence.
3. Interview techniques and methods and strategies for case preparation.
4. Pleadings and effective practices and techniques in the presentation of court cases in trial and appellate courts.
5. Principles, methods and techniques of legal research and investigation.

6. Municipal Code, City Charter, state and federal law and regulation, court decisions and other legal requirements applicable to municipal government functions, operations and personnel.
7. Principles and practices of legal and business communication.
8. Functions and governing laws applicable to the operations of assigned bureaus.
9. Responsibilities and obligations of public officials and administrative agencies in the State of Oregon.
10. State law governing public records and the meeting of public governing bodies.

**Ability to:**

1. Prepare legal briefs and other legal documents and instruments.
2. Define and analyze complex legal issues and problems, research and organize facts, perform legal risk-benefit analyses and evaluate alternatives and develop sound conclusions and recommendations.
3. Interpret and explain state and federal law, regulations, legislation and constitutional provisions affecting City operations.
4. Develop sound litigation strategy and represent the City effectively in hearings, courts of law and meetings.
5. Draft clear, concise and competent resolutions, ordinances, agreements, contracts, proposed legislation, reports, correspondence and other written materials.
6. Use effective written and oral communication skills, including explaining complex and unfamiliar principles to non-technical audiences.
7. Present statements of fact, law and argument clearly, logically and persuasively.
8. Objectively and neutrally evaluate witnesses, legal materials and evidence.
9. Perform highly detailed work on multiple, concurrent tasks; work under changing and intensive deadlines with frequent interruptions.
10. Exercise sound, independent judgment within general policy guidelines and legal parameters.
11. Remain neutral on issues where there are competing political agendas.
12. Conduct computer assisted legal research and investigation.

13. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned or upset individuals.
14. Develop and maintain effective working relationships with a diverse group, including elected officials, bureau directors and managers, officers of the court, litigants and their attorneys, complainants, representatives of other public agencies, business and community leaders, media representatives, City residents, the public and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university; graduation with a juris doctor degree from an accredited law school; and at least five years of progressively responsible experience in the practice of civil law and civil litigation defense, preferably in a municipal setting.

**Licenses; Certificates; Special Requirements:**

Admission to the Bar of the State of Oregon; admission to practice law before State of Oregon and federal courts.

Completion of on-going continuing legal education in accordance with the requirements of the State Bar.

A valid state driver's license may be required for certain assignments.

**PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

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**Class History:**

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0712 DEPUTY CITY ATTORNEY III. Adopted: 11-21-78; Revised: 07-01-92

June 2009 - Change Job Class number from 7481 to 30000595, due to system change.