

CLASS SPECIFICATION
Chief Deputy City Attorney

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

GENERAL PURPOSE

Under general policy direction, serves as a principal advisor to the City Attorney; manages a practice group; provides advice and counsel and expert legal services to bureaus in assigned areas of the law; may act for the City Attorney in the City Attorney's absence; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Chief Deputy City Attorney manages one of the office's practice groups and plans, organizes, supervises and evaluates the work of the members of the group. A Chief Deputy City Attorney also provides legal services and counsel to elected officials, bureau managers and staff on legal issues of significant complexity, sensitivity and potential risk and consequences for the City. An incumbent also acts for the City Attorney in that individual's absence and may provide lead work direction and guidance to other legal staff. While issues vary in difficulty and complexity, the incumbent is typically assigned the most complex, difficult or sensitive matters requiring the application of seasoned, expert legal judgment and expert litigation skills.

Chief Deputy City Attorney is distinguished from Senior Deputy City Attorney in that in addition to providing expert legal services on the most complex issues, incumbents manage a practice group, supervise and evaluate the work of Senior Deputy City Attorneys and Deputy City Attorneys, and serve as advisor to and may act in the City Attorney's place in that individual's absence.

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. Provides legal advice to bureaus on a wide range of complex legal issues; researches legal issues and statutory and case law; drafts and reviews opinions, resolutions, ordinances, contracts and other legal documents and instruments; reviews and drafts recommended changes to proposed legislation.
2. Represents the City in complex civil litigation and in administrative hearings held by local, state and federal agencies; performs all phases of pretrial, trial and appellate work; develops litigation strategy and alternatives, prepares briefs, drafts pleadings, motions and arguments, and conducts discovery and depositions in preparation for presentation of the case; files motions and briefs; appears in court on the City's behalf; consults with legal staffs of other entities when joint cases occur; supervises the presentation of cases when outside counsel is used; provides advice to bureau directors on the status of litigation; represents the City in negotiations to resolve issues involving litigation risk.

3. Manages one of the practice groups, as designated by the City Attorney, and supervises attorneys in that group; remains current on developments in their assigned areas of practice; develops office expertise and contributes to consistency of legal advice and interpretation in assigned areas of practice. Assigns work and establishes practice group procedures.
4. Evaluates the performance of assigned deputy attorneys; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards in accordance with the City Charter, Code, human resources policies and labor contract provisions, subject to City Attorney concurrence.
5. Provides leadership and works with deputy attorneys to create a high performance, service-oriented work environment that supports the City's and City Attorney's Office missions, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
6. Acts as an advisor to the City Attorney; assists the City Attorney with policy and office management issues; may act for the City Attorney in his absence.
7. Advises bureau directors, managers, supervisors and employees on their role in litigation, their responses to the public and media regarding legal issues and litigation, and preparation for testimony in court and in administrative hearings.
8. Represents the City with regard to affirmative legal responsibilities and provides independent assessment of civil liberties issues; provides advice and direction to ensure City employees comply with legal requirements.
9. Consults with and advises other deputies in preparing opinions and litigating cases.

OTHER DUTIES

1. Participates in state legal committees; provides legal assistance to and performs speaking engagements for state committees in specialized areas of the law.
2. May be assigned by the City Attorney to attend regular City Council meetings.
3. May be involved in the process of hiring Deputy City Attorneys.
4. Keeps informed on all legal matters affecting municipal interests.

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.
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 communication.
8. City organization, rules, policies and procedures applicable to areas of responsibility.
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.
11. Basic methods and practices of law office management.
12. Principles and practices of effective management and supervision.
13. City human resources policies and labor contract provisions.

Ability to:

1. Define and analyze complex legal issues and problems, research and organize facts, perform legal risk-benefit analyses, evaluate alternatives and develop sound conclusions and recommendations.
2. Present statements of fact, law and argument clearly, logically and persuasively.
3. Exercise sound, independent judgment within general policy guidelines and legal parameters.
4. Interpret and explain state and federal law, regulations, legislation and constitutional provisions affecting City operations.
5. Develop sound litigation strategy and represent the City effectively in hearings, courts of law and meetings.

6. Draft clear, concise and competent legal briefs, resolutions, ordinances, agreements, contracts, proposed legislation, reports, correspondence and other written materials.
7. Use effective written and oral communication skills, including explaining complex and unfamiliar principles to non-technical audiences.
8. Remain neutral on issues where there are competing political agendas.
9. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned or upset individuals.
10. 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.
11. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is a minimum of ten years of experience in the practice of civil law and civil litigation defense, preferably in a municipal setting.

Licenses; Certificates; Special Requirements:

A valid certificate of membership in the Bar of the State of Oregon and admission to practice before State of Oregon and federal courts.

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 depends, 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.

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 classes:

0714 CHIEF DEPUTY CITY ATTORNEY Adopted: 11-21-78

Revised: 09-01-08

Revised to include management of practice groups within the City Attorney's Office, reflecting structural changes.

June 2009 - Change Job Class number from 7483 to 30000597, due to system change.