

CLASS SPECIFICATION
Senior Deputy City Attorney

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

GENERAL PURPOSE

Under general direction, provides expert 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

A Senior Deputy City Attorney is responsible for providing legal services and counsel on a wide range of highly complex and sensitive legal issues confronting City bureaus, elected officials, City management, employees and official City boards and commissions. Incumbents typically have expertise in a particular field of law as well as knowledge of the intricacies of municipal law, and also may be responsible for legal matters outside their normal areas of expertise when assigned such projects by the City Attorney. Overall assignments are typically complex, but vary in difficulty based on the incumbent's experience, expertise and demonstrated proficiency. Cases are often highly complex, require particularized skills and political sensitivity and involve significant risk and consequences for the City.

Senior Deputy City Attorney is distinguished from Chief Deputy City Attorney in that an incumbent in the latter class advises and assists the City Attorney in management of the City Attorney's Office and handles highly complex cases and is expected to act effectively on the City Attorney's behalf.

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. Acts as legal counsel to assigned City bureaus; provides risk assessments and advice to elected officials and bureau personnel on current legal issues; provides advice and direction to ensure City compliance with legal requirements; reviews documents for legality; develops creative solutions to legal issues and problems to satisfy City bureaus and differing policy objectives; determines priorities and timelines for the resolution of numerous competing legal issues.
2. 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; handles appeals.

3. Drafts resolutions and ordinances ranging from routine to highly 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.
4. Prepares and litigates City cases in all areas of law and commercial, business and construction disputes, including the review, analysis and investigation of claims made against the City and its employees.
5. Responds to public records requests; provides interpretations of City Code provisions to citizen and public official requests.
6. Drafts Code amendments; advises bureaus on changes in laws and provides recommendations for Code changes; reviews Council agenda for legal issues and attends Council meetings to provide advice and respond to questions.
7. 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; testifies before legislative bodies on behalf of the City.
8. Represents the City before the legislature and with outside parties; participates in bureau and inter-bureau meetings and projects; attends public meetings; assists with program development teams as a legal representative.

OTHER DUTIES

1. Provides work assignments and direction to paralegals, legal assistants, law clerks and closely monitors results.
2. Assists other attorneys by conducting legal and administrative research, preparing recommendations and litigating cases of a more difficult nature.
3. Provides in-house preventative legal education and training seminars to City employees and members of the state bar in relevant legal areas.
4. On a rotating basis, may provide oversight and work direction to the Office's tort litigation team.
5. Keep abreast of assigned bureau functions, programs and operations and monitors changes in law and regulations for impacts.

6. Participates in statewide projects and organizations, including those drafting and proposing legislation that will benefit the City.
7. Responds to citizen inquiries on legal subjects.
8. 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.
5. Principles, methods and techniques of legal research and investigation.
6. City Council procedures, filing requirements and deadlines, as well as parliamentary procedures found in Charter and Code provisions that govern Council proceedings.
7. Functions and governing laws applicable to the operations of assigned bureaus.
8. Municipal Code, City Charter, state and federal law and regulation, court decisions and other legal requirements applicable to municipal government functions, operations and personnel.
9. Principles and practices of legal and business communication.
10. Responsibilities and obligations of public officials and administrative agencies in the State of Oregon.
11. State and federal law governing public records, privacy rights and the meeting of public governing bodies.
12. Federal, state and municipal law and legal trends that affect the attorney's area of expertise or practice.

Ability to:

1. Define and analyze complex legal issues and problems, research and organize facts, perform legal risk-benefit analyses, evaluate alternatives, develop sound conclusions and recommendations and

explain those to City personnel, decision-makers and elected officials in a sound, thorough and understandable manner.

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 to City elected officials, managers and other decision-makers..
5. Develop sound litigation strategy and represent the City effectively in hearings, courts of law and meetings.
6. Draft clear, concise and competent 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. Advocate for the City in presenting statements of fact, law and argument clearly, logically and persuasively.
9. Objectively and neutrally evaluate witnesses, legal materials and evidence.
10. Perform highly detailed work on multiple, concurrent tasks; work under changing and intensive deadlines with frequent interruptions.
11. Exercise sound, independent judgment within general policy guidelines and legal parameters.
12. Remain neutral on issues where there are competing political agendas.
13. Conduct computer assisted legal research and investigation.
14. Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned or upset individuals.
15. 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 ten 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.

Class History:

Adopted: 07-01-02

Revised:

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

0713 SENIOR DEPUTY CITY ATTORNEY. Adopted: 11-21-78; Revised: 07-01-92

June 2009 - Change Job Class number from 7482 to 30000596, due to system change.