

CLASS SPECIFICATION
Assistant Deputy City Attorney

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

GENERAL PURPOSE

Under general supervision, and under the provisions of the City’s Honors Attorney Program, the Assistant Deputy City Attorney provides entry level legal services to the City in a variety of assigned areas of the law and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Assistant Deputy City Attorney is an entry level attorney who participates in the City Attorney’s Honors Program. The Honors Attorney Program is a maximum two-year program for recent law school graduates, newly admitted lawyers and judicial law clerks who are committed to public service. The program is designed to provide an opportunity for new lawyers to gain public law experience after law school.

Assistant Deputy City Attorney is distinguished from Deputy City Attorney in that an incumbent in the latter class has substantially greater experience and performs more complex legal functions 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. Assists in representing the City and its employees in state and federal litigation; may be solely responsible for more routine 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 and plaintiffs; 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 routine legal opinions for City bureaus and personnel; drafts, reviews and finalizes routine legal documents; reviews and approves routine contracts; drafts explanatory memoranda on legal implications; and 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. 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.

OTHER DUTIES

1. Assists other attorneys by developing necessary information, and preparing recommendations.
2. Assists other attorneys by drafting legal pleadings and providing legal research and case analysis in laws, policies and procedures as they apply to an assigned bureau.
3. Participates in negotiations regarding tort claims and labor matters.
4. Provides pre-litigation advice to bureaus and help interpret and defend a broad range of matters involving tort litigation and labor and employment laws.

DESIRED MINIMUM QUALIFICATIONS

Knowledge of:

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

Ability to:

1. Prepare routine legal briefs and other legal documents and instruments.
2. Define and analyze 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.
7. Present statements of fact, law and argument clearly, logically and persuasively.
8. Objectively and neutrally evaluate witnesses, legal materials and evidence.
9. 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; and graduation with a juris doctor degree from an accredited law school.

Licenses; Certificates; Special Requirements:

Admission to the Bar of the State of Oregon (or expect to be admitted within 6 months of appointment) and 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: May 2014