

City of Portland

**CLASS SPECIFICATION
DEPUTY CITY ATTORNEY**

[CLASS CODE]

[ESTABLISHED DATE]

CLASSIFICATION SUMMARY

Reports to a Chief Deputy City Attorney. Under minimal supervision, provides legal services to Bureaus/Offices within a Practice Group in the City Attorney's Office. Classification is exempt from Civil Service.

Responsibilities include: representing the City in court and in administrative and quasi-judicial proceedings; drafting legal documents; advising on policy development, program implementation, and a variety of legal subject areas; representing the Office in Citywide meetings and initiatives; performing functions required by the City Charter, Code, and statutes. Responsibilities are moderate in scope, allow for discretion and are evaluated in terms of overall legal and cost effectiveness.

DISTINGUISHING CHARACTERISTICS

Deputy City Attorney is the first professional-level classification in the City Attorney series.

Deputy City Attorney is distinguished from Senior Deputy City Attorney in that the latter has greater experience in civil law and litigation and provides services on a wider range of complex legal issues.

Deputy City Attorney is distinguished from Assistant Deputy City Attorney in that the latter provides entry-level legal services under more direct supervision.

ESSENTIAL FUNCTIONS

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Provide legal advice and make recommendations to City Council and staff regarding legal and other risks associated with municipal government; keep current on legal developments nationwide; provide Bureaus/Offices with updates and recommendations.
2. Research, investigate, and analyze case facts to determine legal and factual allegations, circumstances, proper parties, legal basis of claims, and to formulate strategy and tactics.
3. Provide legal opinions, advice, and advocacy, verbally and in writing, in support of City's policy goals, and regarding enactment or change of policies, and consequences and implications of recent cases; respond to requests from Bureau/Office staff and City Council for legal opinions.
4. Conduct litigation on behalf of and against the City; provide legal representation to the City's elected officials, employees, Bureaus/Offices, boards, and commissions; appear in court and before judicial, quasi-judicial, administrative, legislative, committee, and public media forums; prepare for, attend, and advocate for City in legal proceedings and settlement conferences and mediations; perform post-trial procedures; determine grounds for and advise on appeals proceedings; advise City representatives of outcomes and impacts.
5. Advise on and participate in negotiations of contractual obligations between the City and private businesses, individuals, and other governments; participate in negotiations on the City's behalf with third parties to resolve issues in contractual, regulatory, or other relationships; review

documents for legal sufficiency to ensure City's actions are legally binding, in proper form, and prevent exposure to liability.

6. Review and prepare recommendations on City ordinances, ballot measures, and all legally binding documents including titles, settlements, deeds, and other instruments in property disposal.
7. Review, analyze, and draft pleadings, resolutions, ordinances, and intergovernmental agreements; gather information; appear before and brief City Council; meet with City representatives and offer advice on the merits and weaknesses of City's position.
8. Ensure City officials and employees comply with legal and ethical requirements, and reduce legal and ethical risks to the City; educate and train City officials, Bureaus/Offices, and City employees in ethics, legal duties, and constraints on areas of responsibility, mismanagement, conflicts of interest, and prevention and minimization of legal issues.
9. Represent the Office in professional and public settings, including the Oregon State Bar, lectures, public presentations, and professional organizations and activities; participate in programs that increase awareness for municipal law opportunities.
10. Manage and perform activities related to the unique mission, goals, and responsibilities of the assigned Practice Group.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under minimal supervision by a Chief Deputy City Attorney with broad oversight by the City Attorney.

This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of federal, state and municipal statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
2. Knowledge of contracts, torts, real property, constitutional law, federal jurisdiction, appellate jurisdiction and practice, civil rights, civil procedure, statutes relating to municipalities and governmental tort liability.
3. Knowledge of rules of evidence procedure for trial and appellate courts.
4. Ability to draft statutes, City Code, administrative regulations, contracts, and other legal documents.
5. Ability to research complex legal questions using digital tools, libraries, professional resources, Oregon Revised Statutes, City Code and Charter, historical City Attorney opinions, and other legal publications.
6. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
7. Ability to navigate sensitive political environments.
8. Ability to communicate both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
9. Ability to analyze and make sound recommendations in complex legal situations.
10. Ability to utilize City-specific software technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Juris Doctorate from an accredited law school;

AND

Experience: Three (3) years of increasingly responsible experience in the practice of administrative, civil, and/or criminal law.

Special Requirements and/or Qualifications:

Admitted to practice law as a member of the Oregon State Bar.

Admitted to practice law before the District Court for the District of Oregon and the Court of Appeals for the Ninth Circuit may be required for certain positions.

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

Preferred Qualifications:

Experience working for a public agency.

Admission to the United States Supreme Court for certain positions.

Minimum Salary: xxxxx per [pay period, month, annual]

Maximum Salary: yyyyy per [pay period, month, annual]

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: