

OFFICE OF THE SAN DIEGO CITY ATTORNEY

Deputy City Attorneys I-V perform professional legal duties of similar type and character. Work of Deputy City Attorneys at each of these levels is distinguished by increasing proficiency and skill in independently handling legal issues, matters, and cases of increasing complexity and risk to the City with experienced legal judgment, skill and acumen.

DEPUTY CITY ATTORNEY I

Civil Advisory Division

DISTINGUISHING CHARACTERISTICS & SCOPE OF WORK:

Performs work that is limited in scope, routine to moderately complex in nature, and requires some degree of independent judgment and decision making. Proposes sound advice, presents findings, and discusses potential outcomes for any work product prepared or provided to department or court. Seeks to acquire the skills and knowledge to perform more advanced work.

EDUCATION & EXPERIENCE

Limited prior experience in a field of law in which the DCA will be practicing. Membership in the State Bar of California.

KNOWLEDGE, SKILLS & ABILITIES

1. Developing legal knowledge in CORE¹ areas and in principles, practices, and procedures related to assigned practice areas.
2. Developing understanding of City and the duties, powers, and limitations of a city government and prosecutorial authority; pertinent federal, state, and local laws, codes, and regulations; and the City Attorney's Office structure, expectations, policies and procedures.
3. Demonstrated interpersonal communication and collaboration skills, including strong ability to actively listen to understand, differentiate critical aspects of issue, problem-solve, and negotiate, prior to offering legal advice.
4. Ability to research, analyze and draft accurate and complete legal documents, such as pleadings, legal responses, affidavits, position statements, memoranda, and briefs.
5. Ability to maintain confidentiality and exercise discretion and tact when handling sensitive or potentially sensitive issues. Demonstrated commitment to the highest ethical standards including California Rules of Professional Conduct.
6. Ability to incorporate feedback and provide clear expectations to legal support staff, interns and volunteers.

¹ CORE areas are those areas of municipal law with which DCA's should have a basic level of familiarity advancing to expert knowledge, pertinent to their assignment. They are: The Ralph M. Brown Act; California Public Records Act; Records Retention laws; San Diego Charter (particularly Charter section 40) and City government structure; Ethics - Agency and Attorney); CA Gov't Code).

ESSENTIAL FUNCTIONS:

1. Learns collaborative and consultative practices to begin establishing relationships with key internal (Office and City Department contacts) and external constituencies (e.g., the public, government agencies, outside counsel, etc.).
2. Assesses and manages priorities effectively.
3. Provides clear expectations in working with legal support staff, interns, and volunteers, to meet expected levels of productivity and accuracy.
4. Puts into practice the City Attorney's commitment to diversity and inclusion – is collaborative, supportive, respectful of differences, and committed to fairness and diversity in all interactions, both within and outside the team.
5. Has solid written communication skills and adheres to standards outlined in the City Attorney's Style Manual. Creates and delivers effective materials and/or presentations appropriate to a particular audience. Presents all communications with Office, client, court, court staff, and opposing counsel in a professional and courteous manner.
6. Seeks professional development opportunities.

DIVISION FUNCTIONS:

1. Consults supervisor regarding development and presentation of alternative approaches for addressing an issue, including risk analysis.
2. Utilizes best practice research methods and effectively communicates advice – both in writing and verbally.
3. Researches and prepares oral and written memoranda, opinions and reports.
4. May perform basic contract review.
5. May prepare ordinances amending the San Diego Municipal Code or City Charter.
6. Develops knowledge in CORE areas, CEQA, contracting, Civil Advisory structure and functions, and assigned legal areas.

SUPPLEMENTAL INFORMATION:

Attorneys in this position must be able to travel to locations outside the office; therefore, possession of a valid California Class C driver's license and personal vehicle or other means to travel are required.

ENVIRONMENT/WORKING CONDITIONS:

Environmental Conditions: Work is performed primarily in a standard office setting with occasional to routine exposure to the external environment when going to outlying offices or meetings and off-site locations. Incumbents may be required to work extended hours including evenings and weekends. Deputy City Attorneys are exempt under the FLSA.

Physical Conditions: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. May require occasional to frequent walking of up to .5 miles to off-site locations.