

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 III

Civil Advisory Division

DISTINGUISHING CHARACTERISTICS & SCOPE OF WORK:

Performs a broad range and diverse scope of work that is complex in nature. Independently and competently handles a full range of legal matters and projects, which may include those that are complex and high-profile. Provides advice, training, and/or guidance in assigned fields of practice to less senior deputies. May supervise deputies, paralegals, investigators, and other City Attorney personnel.

EDUCATION & EXPERIENCE

Typically, four (4) years of experience practicing municipal law. Membership in the State Bar of California.

KNOWLEDGE, SKILLS & ABILITIES

1. Solid legal knowledge of CORE¹ areas to flag issues that arise in assigned areas. Strong legal knowledge and expertise in principles, practices, and procedures related to assigned areas. Ability to get up to speed in other legal areas for assigned duties and projects.
2. Strong 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. Strong interpersonal communication and collaboration skills, including proven ability to actively listen, negotiate, persuade, problem-solve, and educate. Ability to gain trust and build credibility with a broad group of colleagues, clients, and the community.
4. Strong research and analytical skills to draft accurate, complete and persuasive legal documents, such as pleadings, legal responses, affidavits, position statements, memoranda, and briefs. Strong knowledge of Office guidance resources.
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. Strong ability to incorporate feedback and provide clear expectations, guidance and performance feedback to less experienced DCAs, 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. Establishes effective relationships with key internal (Office and City Department contacts) and external constituencies (e.g. the public, government agencies, outside counsel, etc.). Recognizes strategic needs of organization and proactively builds relationships with appropriate stakeholders to ensure successful outcomes.
2. Develops objectives and ensures timely service according to established priorities. Delegates work effectively to maximize efficiencies.
3. Provides clear expectations and mentors less experienced DCAs, 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. Promotes equity in advancements and encourages participation in mentoring opportunities.
5. Has strong 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. Serves as a legal advisor with City departments, providing practical advice and alternative solutions to business issues. May act as a liaison with outside counsel.
2. Provides effective and timely advice, interprets complex facts and the law in areas of high ambiguity; provides practical legal services and deliverables in a timely manner.
3. Researches and prepares oral and written memoranda, opinions and reports.
4. Reviews and drafts contracts on simple to more complex matters.
5. Prepares ordinances amending the San Diego Municipal Code or City Charter.
6. Strong knowledge in CORE areas, Civil Advisory structure and functions, and assigned legal areas; competent understanding of CEQA, and contracting.
7. Presents or supports client on items at Council and Committees or other public hearings.
8. May be asked to provide training to other DCA's in areas of developing expertise.

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.