

CLASSIFICATION SPECIFICATION FOR: DEPUTY TOWN ATTORNEY

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under administrative direction of the Town Attorney, performs professional legal and administrative work for the Town Attorney's Office; provides legal research, advice and counsel to Town Staff, Town Council and boards and commissions; reviews and drafts contracts, ordinances and other documents; represents the Town in court; and provides other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Deputy Town Attorney is an entry-level attorney classification. The position is provided instruction and oversight by the Town Attorney. With experience, the assigned work becomes progressively more diverse and difficult. As the work increases in breadth and complexity, the position exercises greater independent judgment.

ESSENTIAL FUNCTIONS STATEMENTS

Essential responsibilities and duties may include, but are not limited to, the following:

1. Assists Town legal counsel in conferring with and advising officers and employees of the Town of its various departments on legal questions pertaining to their respective powers, duties, functions and obligations.
2. Performs legal research and assists with the study, interpretation and application of statutes, ordinances, court decisions and legal opinions in the preparation of opinions, briefs and cases.
3. Assists with the preparation of pleadings and other papers in connection with suits, trials, hearings and similar proceedings.
4. Assists with representation of the Town in court or administrative proceedings.
5. Drafts pleadings for law and motion, including Pitchess motions and weapons petitions, in civil and criminal cases; appears at hearings.
6. Assists in providing analysis and recommendations regarding the advisability to prosecute, compromise and dismiss civil and criminal litigation; assists in the prosecution of such cases.
7. Appears before courts and administrative bodies to represent the Town's interests.
8. Researches, analyzes and drafts resolutions, policies, contracts, deeds, leases and other documents; reviews and offers opinions as to legal acceptability when presented such documents.

9. Attends meetings of the Town Council and boards and commissions as assigned by the Town Attorney, to render legal advice and counsel.
10. Handles claims against the Town under the direction of the Town Attorney.
11. Responds to citizen complaints and requests for information.
12. Monitors legislation and court decisions related to municipal law and evaluates impacts to the Town.
13. Represents the Town in the community and at professional and regional meetings as required.
14. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING: Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Juris Doctor (JD) from an accredited law school and active membership in the State Bar of California.
- Requires possession of a valid California Driver's License and satisfactory driving record as determined by the Town.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Legal principles of civil, criminal, constitutional, municipal and administrative law;
- Current methods of legal research;
- Judicial procedures and rules of evidence; and
- English grammar, punctuation and spelling.

Skills and Abilities to:

- Organize, plan, schedule and execute work to meet deadlines;
- Communicate effectively both orally and in writing;
- Perform basic legal work using independent judgment;
- Conduct research and analyze legal issues;
- Prepare and proofread legal documents;
- Interpret and explain forms, rules and policies;
- Make recommendations in accordance with laws, regulations and policies; and
- Establish and maintain effective working relationships.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting and standing for extended periods of time; some walking, reaching, twisting, turning and stooping; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employee works indoors in an office environment in direct contact with other Town personnel and the public.

Representation: Mgmt At-Will (Unrepresented)	EEOC Category: Administrative	FLSA: Exempt
History July 2011: Class established		