City of Inglewood Job Description
Class Code: 608

ASSISTANT CITY ATTORNEY

DEFINITION

Under general supervision, provides legal advice and assistance to the City Council, Departments, Administrative Office and various boards and commissions.

ESSENTIAL FUNCTIONS

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS

Represents the City in various civil, criminal and administrative proceedings; performs legal research, writing and opinions on criminal and current law; prepares and reviews draft ordinances, resolutions, contracts, deeds, leases and other legal documents to legal problems and prepares opinions for the City; provides assistance and renders advice in the prosecution of employee grievances; investigates major claims and lawsuits against the City; acts as the City Attorney's liaison with outside counsel.

Assists in the training of and provides technical and legal guidance to Deputy City Attorneys; attends meetings and make presentations to City Council; assists and responds to citizen complaints and requests for information; supports other staff attorneys by providing trial advice, encouraging site inspections and reviewing insurance coverage.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS

Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing municipal law

Knowledge of judicial procedures, rules of evidence and methods of legal research

Knowledge of City and Department policies and procedures

Knowledge of personal computer hardware and MS OFFICE software packages

Skilled in understanding and interpreting laws, regulations, policies, procedures and guidelines

Skilled in preparing court documents and legal opinions

Skilled in gathering, analyzing and organizing facts and evidence

Skilled in providing and following oral and written instructions

Skilled in establishing and maintaining productive working relationships

Ability to perform essential duties with little supervision

Ability to effectively communicate verbally and in writing

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS

A Juris Doctor degree, **AND** four (4) years experience in municipal law **OR** an equivalent combination of education and experience. Must possess at the time of application and maintain a valid license from the State Bar of California and a valid California Driver's License.

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