

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Deputy City Attorney Senior Deputy City Attorney	<b>Job Family:</b> 2 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 36 40

**Definition:** To assist in administering the legal affairs of the City under the supervision of the City Attorney.

**Distinguishing Characteristics:**

Deputy City Attorney: This is the entry-level class within the Deputy City Attorney series. This class is distinguished from the Senior Deputy City Attorney position by receiving on-the-job training in the variety of tasks required of the journey-level classification. Incumbents at this level may receive lead supervision by other legal counsel as assigned by the City Attorney.

Senior Deputy City Attorney: This is the journey-level classification within the Deputy City Attorney series. Incumbents perform legal work at a journey level in all areas of municipal law that are applicable to the City of Mountain View. Incumbents at this level may receive lead supervision by other legal counsel as assigned by the City Attorney.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Assists City legal counsel in conferring with and advising officers and employees of the City and 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 legal proceedings.
4. Assists with representation of the City in court or administrative proceedings.
5. Drafts pleadings for law and motion, including Pitchess motions and weapons petitions, in civil and criminal cases, and appears at hearings.

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6. Assists in the analysis of, and makes recommendations regarding the advisability to prosecute, compromise, and dismiss civil and criminal litigation; assists in the prosecution of criminal cases and civil litigation under the direction of the City Attorney.
7. Handles claims against the City under the direction of the City Attorney.
8. Assists with the preparation of contracts, leases, and bonds.
9. Attends meetings of the City Council and City boards and commissions, as assigned by the City Attorney, to render legal advice and counsel.
10. Assists in the drafting of ordinances for the City of Mountain View.
11. Responds to citizen complaints and requests information.
12. Perform other related duties as assigned.

**Minimum Qualifications:**

Deputy City Attorney:

Knowledge of: Legal research methods; principles and practices of civil and constitutional law and legal precedents.

Ability to: Research statutes, ordinances, court decisions, and legal opinions; assist in the preparation of pleadings and other legal documents; establish and maintain effective working relationships with those contacted in the course of work.

Senior Deputy City Attorney:

In addition to the requirements for Deputy City Attorney:

Knowledge of: Principles and practices of civil, constitutional, and administrative law; legal precedents and procedures.

Ability to: Research, interpret, and apply statutes, ordinances, court decisions, and legal opinions; prepare and review pleadings and other legal documents; conduct civil suits or other legal actions; establish and maintain effective working relationships with those contacted in the course of work.

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**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Deputy City Attorney: Possession of a bachelor's degree and a law degree from an accredited college and/or university(s); active member in good standing of the California State Bar Association.

Senior Deputy City Attorney: Possession of bachelor's degree and a law degree from an accredited college and/or university(s); active member in good standing of the California State Bar Association; and three (3) years of recent experience with a public agency conducting legal affairs.

Established: September 2010

Revised: October 2017

HRD/CLASS SPECS

Deputy City Attorney/Senior Deputy City Attorney