

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: City Attorney	Job Family:
General Classification: Management	Job Grade:

Definition: To administer the legal affairs of the City.

Distinguishing Characteristics: This position serves as an officer of the City as provided by City Charter. Reports to, and is appointed by, the City Council.

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

1. Defends and prosecutes or, with the City Council's consent, contracts for defense and prosecution of all civil actions and proceedings for and against the City, often in areas with no clear precedent or legal authority.
2. Represents and advises Council, boards, commissions, departments and all City officials in matters of law.
3. Drafts necessary legal documents, ordinances, resolutions, contracts, and other documents pertaining to the City's business.
4. Prosecutes all misdemeanor cases involving the violation of City ordinances.
5. Supervises and trains subordinate attorneys and executive clerical staff.
6. Responds to requests for information or complaints from the general public on legal issues when not in conflict with the City Attorney's representation of the City.

Minimum Qualifications:

Knowledge of: Philosophies, techniques and principles of municipal law and the legal system; city governmental structure and administration.

Ability to: Analyze legal problems, issues, questions and other situations requiring legal interpretation and provide recommended courses of action; manage a department, including selecting, directing and evaluating departmental staff; communicate effectively orally and in writing; and coordinate legal programs and problems with Council, commissions, management and staff, and the community.

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Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years' practice of municipal law, one of which may be waived for applicants having condemnation or other special municipal or public law experience.

Required Licenses or Certificates: Must be an active member of the State Bar of California.

Established

Revised

CLASS SPECS

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