

Office of the City Auditor

CLASS SPECIFICATION

DEPUTY GENERAL COUNSEL

Salary Grade 60

Established: February 29, 2024

CLASSIFICATION SUMMARY

Under the general direction of the General Counsel for the Office of the Auditor, provides legal advice and services to the Auditor's Office and contributes to protecting the independence of the Office.

Responsibilities include: providing legal advice to the Auditor's Office on a broad range of issues; drafting and reviewing code, administrative rules, contracts, interagency and intergovernmental agreements, memorandums of understanding, and other legal documents; advising on policy development, program implementation, and a variety of legal subject areas; assisting the General Counsel in other functions required by City Charter, Code, and statutes. Responsibilities are moderate in scope, allow for a high degree of discretion, and are evaluated in terms of overall legal and cost effectiveness.

DISTINGUISHING CHARACTERISTICS

Deputy General Counsel is a single-incumbent classification and is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices.

Deputy General Counsel is distinguished from General Counsel in that the General Counsel has greater responsibility for office-wide legal support, has greater legal experience and provides services on a wider range of complex legal issues, requires less oversight, and has more independent authority to make significant decisions with a high consequence of error.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of the following and related duties as assigned.

General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; contribute to an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Work closely with the General Counsel in carrying out the vision, mission, and objectives of the Office; assist the General Counsel in protecting the Office's independence from Bureaus and other elected officials; assist General Counsel in developing and implementing policies, initiatives, and activities related to the strategic plan.
3. Provide legal advice and make recommendations to Auditor Office staff regarding legal and other risks associated with municipal government; keep current on legal developments nationwide consistent with assigned portfolio.
4. Research, investigate, and analyze case facts to determine legal and factual allegations, circumstances, proper parties, legal basis of claims, and formulate strategy and tactics.
5. Provide legal opinions, advice, and advocacy, verbally and in writing, in support of City Auditor's policy goals, and regarding enactment or change of policies and consequences and implications of recent cases; respond to requests from management and staff for legal opinions.
6. Support and coordinate with the General Counsel and outside counsel in litigation on behalf of and against the City and/or City Auditor in cases that involve the City Auditor; provide legal representation; appear in court and before judicial, quasi-judicial, administrative, legislative, committee, and public media forums; prepare for, attend, and advocate for the City Auditor in legal proceedings and settlement conferences/mediations; perform post-trial procedures; determine grounds for and advise on appeals proceedings; advise City Auditor of outcomes and impacts.

7. Assist General Counsel in reviewing and participating in negotiations of contractual obligations between the City and private businesses, individuals, and other governments.
8. Assist General Counsel with reviewing and approving City ordinances related to the Auditor's Office as well as ballot measures and all legally binding documents, including titles, settlements, deeds, and other instruments in property disposal.
9. Review, analyze, and draft pleadings, resolutions, ordinances, code, administrative rules, and intergovernmental agreements; gather information.
10. Support General Counsel in ensuring that the City Auditor and Auditor's Office employees comply with legal and ethical requirements and reduce legal and ethical risks to the City; educate and train employees in ethics, legal duties, and constraints on areas of responsibility, mismanagement, conflicts of interest, and prevention and minimization of legal issues.
11. Represent the Auditor's Office in professional and public settings.
12. Perform activities related to the unique mission, goals, and responsibilities of the Auditor's Office and individual divisions.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general direction of the General Counsel. This classification has no supervisory responsibilities.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of relevant federal, state, and municipal statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
2. Knowledge of contracts, torts, constitutional law, federal jurisdiction, civil rights, employment law, civil procedure and/or statutes relating to municipalities.
3. Ability to draft statutes, City Code, administrative regulations, contracts, and other legal documents.
4. Ability to research complex legal questions using digital tools, libraries, professional resources, Oregon Revised Statutes, City Code and Charter and other legal publications.
5. Ability to navigate sensitive political environments.
6. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other government agencies, and others; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
7. Ability to facilitate inclusive participation in Auditor's Office programs and activities by communities of color and people traditionally underrepresented in local decision-making; communicate cross-culturally.
8. Ability to work with a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
9. Ability to communicate effectively, both orally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
10. Ability to analyze and make sound recommendations in complex situations.
11. Ability to use City-specific technology and general office software.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable.

Education/Training: Juris Doctorate from an accredited law school;

AND

Experience: Three (3) years of increasingly responsible experience in the practice of administrative, civil, and/or criminal law.

Special Requirements and/or Qualifications:

Admitted to practice law as a member of the Oregon State Bar.

Preferred Qualifications:

Experience working for a public agency.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: