

**CLASS SPECIFICATION**  
**ASSISTANT DEPUTY CITY ATTORNEY**

**Pay Grade: 58**  
**CLASS CODE: 30003018**  
**EFFECTIVE: December 13, 2018**

**CLASSIFICATION SUMMARY**

Reports to a Chief Deputy City Attorney. Under direct supervision, provides entry-level legal services in the City Attorney's Office. Classification is exempt from Civil Service.

Responsibilities include: assisting in representing the City in court and in administrative and quasi-judicial proceedings; drafting routine legal documents; advising the City on policy development, program implementation, and a variety of legal subject areas; representing the Office in Citywide meetings and initiatives. Responsibilities are limited in scope, allow for a limited degree of discretion, and are evaluated in terms of overall legal and cost effectiveness.

**DISTINGUISHING CHARACTERISTICS**

Assistant Deputy City Attorney is the entry-level classification in the City Attorney series.

Assistant Deputy City Attorney participates in the City Attorney's Honors Program. The Honors Program is a two-year program for recent law school graduates, newly admitted lawyers, and judicial law clerks who are committed to public service. The program is designed to provide an opportunity for new lawyers to gain public law experience after law school.

Assistant Deputy City Attorney is distinguished from Deputy City Attorney in that the latter has greater experience in civil law and litigation and provides legal services more independently and on a wider range of complex legal issues.

**ESSENTIAL FUNCTIONS**

Depending on the assignment, the incumbent may perform a combination of some or all of the following duties, and perform related duties as assigned.

General Duties:

1. Provide legal advice and recommendations to City Council and staff regarding legal and other risks associated with municipal government; keep current on legal developments; provide Bureaus/Offices with updates and recommendations on required changes.
2. Research, investigate, and analyze case facts to determine legal and factual allegations, circumstances, proper parties, legal basis of claims, and to formulate strategy and tactics.
3. Provide legal opinions, advice, and advocacy, verbally and in writing, in support of City's policy goals, and regarding enactment or change of policies, and consequences and implications of recent cases; respond to requests from Bureau/Office staff and City Council for legal opinions.
4. Assist in the conduct of litigation on behalf of and against the City; assist in providing legal representation to the City's elected officials, employees, Bureaus/Offices, boards, and commissions; may appear in court and before judicial, quasi-judicial, administrative, legislative, committee, and public media forums; prepare for, attend, and advocate for City in legal

proceedings and settlement conferences and mediations; perform post-trial procedures; determine grounds for and advise on appeals proceedings; advise City representatives of outcomes and impacts.

5. Advise on and participate in negotiations of contractual obligations between the City and private businesses, individuals, and other governments; participate in negotiations on the City's behalf with third parties to resolve issues in contractual, regulatory, or other relationships; review documents for legal sufficiency to ensure City's actions are legally binding, in proper form, and prevent exposure to liability.
6. Review and prepare recommendations on City ordinances, ballot measures, and all legally binding documents including titles, settlements, deeds, and other instruments in property disposal.
7. Review, analyze, and draft pleadings, resolutions, ordinances, and intergovernmental agreements; gather information; appear before and brief City Council; meet with City representatives and offer advice on the merits and weaknesses of City's position.
8. Ensure City officials and employees comply with legal and ethical requirements, and reduce legal and ethical risks to the City; educate and train City officials, Bureaus/Offices, and employees in ethics, legal duties, and constraints on areas of responsibility, mismanagement, conflicts of interest, and prevention and minimization of legal issues.
9. Represent the Office in professional and public settings, including the Oregon State Bar, lectures, public presentations, and professional organizations and activities; participate in programs that increase awareness for municipal law opportunities.
10. Manage and perform activities related to the unique mission, goals, and responsibilities of the assigned Practice Group.

### **SUPERVISION RECEIVED AND EXERCISED**

The work of this classification is performed under direct supervision by a Chief Deputy City Attorney and the City Attorney.

This classification has no supervisory responsibilities.

### **KNOWLEDGE/SKILLS/ABILITIES REQUIRED**

1. Knowledge of federal, state, and municipal statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
2. Knowledge of contracts, torts, real property, constitutional law, federal jurisdiction, appellate jurisdiction and practice, civil rights, civil procedure, statutes relating to municipalities and governmental tort liability.
3. Knowledge of rules of evidence procedure for trial and appellate courts.
4. Ability to draft statutes, City Code, administrative regulations, contracts, and other legal documents.
5. Ability to navigate sensitive political environments.
6. Ability to research complex legal questions using digital tools, libraries, professional resources, Oregon Revised Statutes, City Code and Charter, historical City Attorney opinions, and other legal publications.
7. Ability to establish and maintain effective working relationships with those contacted in the course of work; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
8. Ability to communicate effectively, both verbally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
9. Ability to analyze and make sound recommendations in complex legal situations.
10. Ability to utilize 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:** None.

### **Special Requirements and/or Qualifications:**

Admitted to practice law as a member of the Oregon State Bar, or expect to be admitted within six (6) months of appointment to position.

A valid state driver's license may be required for certain positions.

### **Preferred Qualifications:**

None.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: