

CITY OF BURBANK

ASSISTANT CITY ATTORNEY

DEFINITION

Under direction, to perform difficult, complex and responsible legal work; and to do related work as required.

ESSENTIAL FUNCTIONS

Performs legal research and prepares legal opinions on all phases of municipal government; gives legal advice to City officials and department managers; drafts ordinances, resolutions, petitions, pleadings, briefs, contracts, deeds, leases and other legal instruments; represents the City and City officials in litigation, including the preparation of summonses, petitions, complaints, answers, interviewing witnesses, research, preparing briefs, negotiating settlement, appearing in court and before State Boards or Commissions, and handling appeals; passes on validity of claims against the City and makes recommendations for allowances or disallowance's thereof; handles correspondence and holds interviews, telephone conversations, conferences and negotiations in performing legal duties; may attend meetings of the Council, boards, commissions, and committees, when required; drafts proposed charter amendments; advises and assists in preparing for elections; prepares petitions for sewer and street improvements and forms for easements, bonds, complaints, notices, and assessment proceedings; when assigned to serve as a City prosecutor, prepares for trial and tries criminal cases in the Municipal Court and inferior courts and, when so assigned, shall have the rights, powers, duties and immunities of a City prosecutor.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - civil and criminal law, local laws and ordinances of established precedents, and of sources of legal reference; legal principles and practices, including civil, criminal, constitutional and administrative law and procedure; trial procedure and rules of evidence; research.
- Ability to - analyze and apply legal principles; present statements of law, fact and argument clearly and logically; prepare proper legal instruments; earn the confidence and cooperation of others; establish and maintain effective working relationships with supervisors, City officials, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to two years of full time experience in the practice of law and membership in the State Bar of California.

License & Certificates: Applicants may be required to possess a valid California Class "C" Driver's License or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.