

CITY OF BURBANK

DEPUTY CITY ATTORNEY

DEFINITION

Under direction, to perform routine legal work of a criminal and civil nature; and to do related work as required.

ESSENTIAL FUNCTIONS

Examines general claims, warrants, and demands against the City to determine their legality; examines deeds, bonds and other documents and approves as to form; confers with and advises City departments regarding the legality of proposed expenditures and other actions; prepares briefs, opinions, pleadings and other legal papers; confers with attorneys, other City employees, and other interested parties regarding criminal prosecutions or civil cases; conducts legal research and prepares legal opinions; keeps case records and makes reports; performs investigations and prepares briefs for the trial of cases involving criminal prosecution for misdemeanors; tries civil and criminal cases and prosecutes appeals; interviews prospective complainants and Police Officers relative to the violation of penal statutes and the filing of complaints; performs legal work involved in the purchase and sale of real property by the City; drafts ordinances, resolutions, motions, and other legal documents; interprets and furnishes information regarding City ordinances; checks specifications, contracts and special assessment proceedings; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - civil and criminal law, local laws and ordinances of established precedents, and of sources of legal reference; working knowledge of the principles, methods and practices of legal research and investigation; judicial procedures and the rules of evidence; the pleading and practice of effective presentation of court cases.
- Ability to - analyze legal documents and instruments; appraise and organize facts, and to effectively present evidence and other material in written or oral form; 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 admission to the Bar of the State of California. NOTE: Applications will be accepted from persons who have passed the California State Bar examination. A temporary appointment may be made pending admission to the California State Bar. Such appointment shall not exceed three months.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.