CITY OF BURBANK

SENIOR ASSISTANT CITY ATTORNEY

DEFINITION

Under direction of the City Attorney, to perform the more difficult, complex, and responsible legal work without detailed supervision; to supervise professional staff; to act for the City Attorney when absent; and to do related work as required.

ESSENTIAL FUNCTIONS

Supervises, trains, and evaluates employees; manages caseloads and assures proper distribution of work among professional staff; makes effective recommendations regarding hiring, promotions, and transfers; effectively recommends disciplinary action as needed, up to and including termination; performs legal research and prepares the more complex legal opinions for the governing body, boards, commissions, and departments; gives legal advice to City officials and department managers; drafts a variety of legal instruments; represents the City and City officials in litigation from initial preparation through the appeals process; investigates the more serious claims and complaints by or against the City; recommends action and takes such action as is necessary; handles correspondence and holds interview, telephone conversations, conferences and negotiations in performing legal duties; attends 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; may be required to assist in handling criminal matters, and when so assigned, shall have the same rights, powers, duties and immunities of a City prosecutor; 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; legal principles and practices, including civil, criminal, constitutional and administrative law and procedure; trial procedure and rules of evidence; research; principles of sound supervision.

- Ability to - analyze and apply legal principles; present statements of law, fact and argument clearly and logically; prepare proper legal instruments; plan and direct the work of others; win 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 five years of experience as a practicing attorney and membership in the State Bar of California.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.