



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ASSISTANT CITY ATTORNEY
Classification Specification
(Non-Classified)
Range 35**

JOB SUMMARY

Under administrative direction of the City Attorney, provide legal advice as directed and necessary to the Council and to City officers; prepares resolutions, ordinances, and various legal instruments; may serve as City Prosecutor in violations of City ordinances; and perform related work as required.

SUPERVISION RECEIVED

The Assistant City Attorney works under the direction of the City Attorney and may assign and supervise the work of professional and clerical assistants.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following is a list of typical duties assigned to Assistant City Attorney. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.

- Renders *Vera* and written legal opinions of matters affecting the conduct of municipal affairs.
- Conducts legal research incidental to the preparation of legal opinions.
- Drafts resolutions and ordinances.
- Frames contracts and legal instruments required by the City Council.
- Directs the prosecution of cases for violations of City ordinances or of State laws under jurisdiction of the City.
- Interviews persons seeking issuance of criminal complaints, interprets the law in relation to specific cases and determines whether complaints should be issued.
- Directs the issuance of complaints.
- Prepares special proceedings and civil actions for trial.
- Prepares complaints and briefs.
- Interviews and confers with attorneys and interested persons.
- Establishes and maintains case records.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from the law school of a college or university of recognized standing and
- Experience in the active practice of Law.

Licenses, Certificate and/or Special Requirements

- Membership in the California State Bar and admission to practice before the California Supreme Court.
- Possession of, or ability to obtain, an appropriate valid State of California driver's license.

QUALIFICATIONS

Knowledge, Skills and Abilities

- Knowledge of General Law.
- Knowledge of U.S. and California Constitutions.
- Knowledge of penal Code and provisions of the general laws of the State of California
- Knowledge of ordinances, statutes, and court decisions affecting the organization, functions, liabilities and obligations of municipal corporations in California.
- Knowledge of powers, duties, liabilities, and limitations of municipal officers.
- Knowledge of principles and practices of supervision, training and personnel management.
- Knowledge of legal research methods, techniques, and sources.
- Ability to conduct legal research.
- Ability to prepare and try cases in court.
- Ability to evaluate facts and interpret the law in individual cases.
- Ability to supervise, train, and evaluate subordinate staff.
- Ability to communicate clearly and concisely in verbal and written form.
- Ability to interview complaints and witnesses.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of performing job duties.

PHYSICAL DEMANDS

Work is primarily performed in an office environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping and bending; input data into a computer terminal; exposure to computer glare, vibrations and pitch; ability to lift, carry and move objects totaling approximately 25 pounds in weight; and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. This position may be required to assist staff in performing inspections of work in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS

Work is routinely performed in an office environment. Offsite assignments and irregular work hours are frequently required. Position may require working in the evening to attend City Council, City commission and board meetings or a range of community meetings at various sites in the community.

FLSA Status: Exempt
Bargaining Unit: HEG
Civil Service Status: Non-Classified

CSC Approved: N/A