



**CITY OF HAWTHORNE**  
**HUMAN RESOURCES DEPARTMENT**  
**DEPUTY CITY ATTORNEY**  
Classification Specification  
(Non-Classified)  
Range 19

**JOB SUMMARY**

Under the supervision of the City Attorney, Senior Assistant City Attorney, Assistant City Attorney, Deputy City Attorney II and Contract Prosecutors (designated by the City Attorney as the supervising prosecutor), assists with the prosecution of misdemeanor cases in Los Angeles County Superior Court; reviews reports from law enforcement agencies for filing of misdemeanor charges; conducts office hearings for misdemeanor diversion programs; attends meetings and provide legal advice to law enforcement agencies; conduct investigation for criminal and administrative matters; oversee municipal code enforcement issues; assist City Attorney with administration tasks; supervise clerical assistants.

**SUPERVISION RECEIVED**

Receives administrative direction from the City Attorney and supervises the work of clerical assistants.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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

- Researches and assists the City Attorney in the rendering of verbal and written opinions of legal matters affecting the conduct of municipal affairs.
- Prosecute misdemeanor and infraction cases in court, including, but not limited to, pre-trial matters, court diversion hearings, discovery, investigations, motions, hearings, trials, sentencing, post sentencing, probation related hearings, interview witnesses.
- Review, analyze and conduct pre-filing/office diversion hearing and post diversion hearings and meetings.
- Attend meetings with various law enforcement agencies, including code enforcement and provide legal advice when assigned by the Supervising Attorneys (Specified in “Definition” above).
- Supervise code enforcement investigations and provide legal advice to code enforcement officers; review code enforcement reports and file appropriate code enforcement charges with the court; prosecute code enforcement misdemeanor and/or infraction cases as stated in 2.
- Review, investigate, and provide legal advice to police personnel for filing consideration for misdemeanor and/or infraction charges.
- When assigned by the Supervising Attorneys (as specified in “Definition” above), appear in the prosecution of infraction cases.
- Conduct interviews of witnesses, provide assistance to victims.

## **MINIMUM QUALIFICATIONS**

### **Education, Training and Experience**

- Graduation from the law school of a college or university of recognized standing.
- Membership in the California State Bar and admission to practice before the California Supreme Court.
- Experience in the active practice of law.
- Experience in criminal cases, trials or litigation matters preferred.

### **Licenses, Certificate and/or Special Requirements**

- A valid California class “C” driver’s license, safe driving record, and proof of insurance are required at the time of appointment.
- Must successfully pass a background investigation.

## **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 principles and practices of supervision, training, and personnel management.
- Ability to conduct legal research.
- Ability to prepare and try cases in court.
- Ability to evaluate facts, interpret laws, assess the strengths and weaknesses of cases.
- Ability to supervise, train and oversee clerical support staff in a professional, courteous and effective manner.
- 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.
- Ability to establish and maintain effective working relationships with City officials, various City employees, and the general public.
- Current member of the state bar in good standing.
- Effective oral advocacy skills.

## **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

Revised: May 2022  
CSC Approved: N/A