



**CITY OF HAWTHORNE
HUMAN RESOURCES DEPARTMENT
ASSISTANT CITY ATTORNEY – LITIGATION**

Classification Specification
(Non-Classified)
Range 35

JOB SUMMARY

Under general direction from the City Attorney, the Assistant City Attorney will constitute the Litigation Division of the City Attorney's Office. The Assistant City Attorney performs routine to complex legal work, and will be assigned to handle moderate to high-exposure litigation principally in areas of State housing, personnel, police defense, personal injury and other tort defense, and may be required to provide direction and assistance to outside counsel 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.

- Primarily responsible for representing the City in litigation involving police misconduct, general liability and employment litigation, and housing appeals.
- Oversee and assist outside counsel representing the City in complex matters including providing legal advice and direction.
- Experience defending Pitchess and Brady motions and knowledge of the evidentiary guidelines pertaining to same.
- Experience with the California Public Records Act and responding to complex Public Records Requests.
- Review and amend contracts.
- Draft liability waivers for various City programs.
- Work with the Joint Powers Authority and insuring programs.
- Renders *Vera* and written legal opinions of matters affecting the conduct of municipal affairs.
- Frames contracts and legal instruments required by the City Council.
- Conduct legal research incidental to the preparation of legal opinions as assigned.
- Directs the prosecution of cases for violations of City ordinances or of State laws under jurisdiction of the City as assigned.
- Interviews persons seeking issuance of criminal complaints, interprets the law in relation to specific cases and determines whether complaints should be issued as assigned.
- Draft resolutions and ordinances as assigned.
- Prepares special proceedings and civil actions for trial as assigned.
- Prepares complaints and briefs.
- Establishes and maintains case records.

MINIMUM QUALIFICATIONS

Education, Training and Experience

- Graduation from the law school of a law school accredited by the American Bar Association.
- A minimum of four (4) years' experience in the active practice of law in the municipal context or experience in general liability practice involving public entities.
- Experience preparing civil lawsuits for trial including discovery, motions, appeals, and writs, and arguing said motions before state and federal trial and appellate courts.

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,

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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