

**CITY OF SALEM
DEPUTY CITY ATTORNEY**

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NATURE OF WORK

This is administrative and professional legal work providing legal services for the City.

Work involves the responsibility for the administration of legal support services and staff and the performance of a variety of professional legal duties. Assignments are received through general work objectives from the City Attorney.

Work is distinguished from that of the Assistant City Attorney II by its administrative responsibilities and the authority to represent the Department in the absence of the City Attorney. It is distinguished from the City Attorney classification by the absence of on-going authority over the City's legal and City Recorder services.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all the essential duties listed and many positions will involve essential duties which are not listed.)

Drafts opinions for the City on a variety of legal matters; renders both formal and informal opinions for the other agencies such as the Housing Authority and Urban Renewal Agency. Participates in meetings involving municipal operations and problems which involve legal questions.

Prepares for trial and represents the City in civil actions and administrative hearings, including but not limited to cases involving damages to municipal property, condemnation, real property, environmental law, and contracts; meets with other attorneys and parties involved in cases.

Assists members of the public in answering inquiries by telephone, correspondence, and in person.

Prepares and drafts ordinances, resolutions, contracts, deeds, leases, and other legal documents and instruments for various municipal departments, reviews such documents and offers opinions as to their legal acceptability when presented to the City for consideration by other parties.

Assists members of the public in answering inquiries by telephone, correspondence, and in person.

Prepares and drafts ordinances, resolutions, contract, deeds, leases, and other legal documents and instruments for various municipal departments, reviews such documents and offers opinions as to legal acceptability of such when presented to the City for consideration by other parties.

Supervises Legal Assistants and Law Clerks providing legal support services. Supervision includes development of work standards and evaluation of work performance, participation in selection processes, leave approval and coordination of work assignments. Relieves the City Attorney of a variety of administrative matters as assigned.

Acts in behalf of the City Attorney and represents the Department at City Council and other meetings and conferences as assigned by the City Attorney.

Performs related work as required.

WORK QUALIFICATIONS

Thorough experience in practicing public law, preferably with local government, and graduation from a recognized accredited school of law; or any equivalent combination of education and experience and training which provides the following knowledges, skills, and abilities:

Thorough knowledge of common, municipal, state, and federal civil law, and of constitutional law affecting city government.

Thorough knowledge of the principles and procedures of criminal and civil law.

Thorough knowledge of judicial procedures and rules of evidence.

Thorough knowledge of City ordinances and Charter particularly as relating to the authority and functions of municipal departments.

Considerable knowledge of modern office practices and administration.

Considerable knowledge of the methods of legal research.

Thorough ability to express ideas effectively, orally and in writing.

Skill in the use of a variety of modern office equipment including personal computers.

Skill in bilingual languages such as Spanish, Russian, or Southeast Asian dialects is desirable.

Ability to organize, interpret, and apply legal principles and knowledge to complex legal problems in conducting legal research and preparing sound legal opinions, and participating in the solving of complex municipal questions.

Ability to prepare and try cases.

Ability to analyze and prepare a wide variety of legal documents.

Ability to supervise the work of subordinates.

Ability to establish and maintain effective working relationships with City officials and employees, court officials and staff, and the general public.

Admission to practice law in the State of Oregon.

Some positions may require possession of a valid Class C Oregon driver's license and the ability to meet City driving standards.

Work is performed within an office setting involving evening and weekend work as required by assignments. Work requires sitting in meetings and court for several hours, moving from one meeting or court location to another, dealing with interruptions, changing priorities, and deadlines. Contact with others includes assisting citizens at a counter, over the telephone, or meeting with them in a conference setting including interacting with persons who may be upset.

Personnel Director

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