

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Assistant City Attorney	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 46

**Definition:** To assist in administering the legal affairs of the City under the minimal supervision of the City Attorney.

**Distinguishing Characteristics:** This classification is the intermediate level of the Attorney series. Incumbents perform legal work at an experienced level in all areas of municipal law that are applicable to the City of Mountain View. This position may receive lead supervision from the Senior Assistant City Attorney.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Confers with and advises officers and employees of the City and its various departments on legal questions pertaining to their respective powers, duties, functions, and obligations.
2. Studies, interprets, and applies statutes, ordinances, court decisions, and legal opinions in the preparation of opinions, briefs, and cases.
3. Prepares pleadings and other papers in connection with suits, trials, hearings, and similar legal proceedings; and represents the City in court or administrative proceedings.
4. Makes recommendations concerning advisability to prosecute, compromise, and dismiss civil and criminal litigation; prosecutes criminal cases and undertakes civil litigation under the direction of the City Attorney.
5. Conducts condemnation proceedings, property damage cases, and other civil suits for or against the City or officers of the City.
6. Prepares and passes upon legality of contracts, leases, bonds, and claims.
7. Attends meetings of the City Council and City boards and commissions as assigned by the City Attorney to render legal advice and counsel.
8. Drafts ordinances for the City of Mountain View.
9. Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Principles and practices of municipal law; principal legal precedents and procedures.

Ability to: Research, interpret, and apply statutes, ordinances, court decisions, and legal opinions; prepare and review pleadings and other legal documents; conduct civil suits or other legal actions; advise City officials, commissions, and boards on legal matters; establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Possession of a bachelor's degree and a law degree from an accredited college or university(s); active member in good standing of the California State Bar Association; plus a minimum of five (5) years of recent experience with a public agency conducting legal affairs.

Established:

Revised: October 2017

HRD/CLASS SPECS

Assistant City Attorney