

Adopted: September 2001 , Revised: _____

Class Title: Chief Deputy City Attorney

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Acts as Assistant Department Head. Represents City and City departments, provides legal advice, performs legal research, drafts legal documents, and represents departments in court. Advises City Manager and other City officials on legal issues involving personnel regulations, disciplinary actions, grievance procedure issues, Civil service laws and regulations, and other programs and projects.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	L	Defends civil litigation brought against the City, the School Board, and their employees and officials by evaluating claims and related materials, determining appropriate responsive pleadings to be filed, performing research, working with retained outside attorneys, drafting appropriate responsive pleadings, briefs, documents, and legal memorandum, preparing and presenting arguments in opposition to the opponent's discovery procedures, determining investigation needs, preparing witnesses, conducting negotiations, and handling appellate procedures.
2	L	Serves as general counsel to Department of Human Resources and the Police Department by providing general legal advice and assistance to the department and its personnel, reviewing and analyzing proposed regulations and revisions, drafting personnel rules, regulations, contracts, and ordinances, appearing in Court, and preparing and conducting training sessions for the department.
3	L	Represents City and City departments in Equal Employment Opportunity Commission (EEOC), City Grievance Procedures, and other administrative proceedings by analyzing charges, communicating with relevant City departments and officials, negotiating with EEOC representatives, determining pertinent information, drafting responses, preparing witnesses, researching, reviewing evidence, and representing departments in court.
4	L	Supervises, guides, and trains Department of Law staff by providing general supervision to all legal personnel, reviewing agendas, attending various meetings, establishing training sessions, and serving as Acting City Attorney / Acting Department Head in the absence of the City Attorney.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Ten years experience as a state Municipal Attorney.
Certifications and Other Requirements	Valid Driver’s License, Virginia State Bar License
Reading	Work requires the ability to read legal documents, City codes and policies, statutes, briefs, suit papers, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write correspondence, legal documents, city policies, ordinances, statutes, and regulations.
Managerial	Managerial responsibilities include planning and monitoring the timely completion of tasks.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City such as Human Resources and Police, which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Court, office equipment, observations
Sitting	C	Computer, desk work, court
Walking	O	Inter-office, to/from court, to/from office equipment
Lifting	O	Briefcase, books, book carrier, file boxes
Carrying	O	Briefcase, books, book carrier, file boxes
Pushing/Pulling	R	Boxes, book carrier, chair
Reaching	O	Files, boxes
Handling	F	Files, books, book carrier, boxes
Fine Dexterity	C	Computer keyboard, telephone keypad, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Reaching books, files
Twisting	R	Reaching books, files
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, reading, observations
Hearing	C	Staff, supervisor, clients, witnesses, lawyers, telephone
Talking	F	Staff, supervisor, clients, witnesses, lawyers, telephone
Foot Controls	N	
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Copy machine, fax machine, telephone, general office supplies, computer, printer, standard Microsoft Windows and Office software, Premise

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)