

Adopted: September 2001 , Revised: _____

Class Title: Deputy City Attorney I

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides legal advice, guidance, services and other functions to city departments and agencies as well as the City Council. Provides legal advice, guidance and assistance to area hospital. Serves as representative in court hearings. Prepares pleadings and orders. Drafts and negotiates contracts. Analyzes and performs training on legal issues.

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	S	Performs contractual support by reviewing sufficiency of invitations to bid and requests for proposals, meeting with city departments to determine requirements, providing legal services at vendor interviews and negotiations, drafting terms and conditions of contracts, directing execution of contract, reviewing elements of submitted contracts, reviewing and approving adequacy of insurance and performance and payment bonds, preparing revised terms, and approving form and correctness of contracts and purchase orders, analyzing contract performance, providing advice as to legal remedies, preparing and serving documents of notice, demands for performance or assurance, and preparing contract amendments.
2	S	Represents city departments, divisions and agencies by providing representation in hearings and appeals processes, reading, reviewing and analyzing facts and applying law, filing papers, preparing pleadings, presenting and prosecuting cases, preparing briefs, providing advice, interviewing witnesses, and filing suits.
3	S	Provides legal support by approving bonds required for various projects, providing legal services to maintain procurement, evaluating bid protests and providing the city response, drafting ordinances and resolution for the city council, handling grievances, and providing oversight.
4	S	Provides information by providing training, presenting training sessions, attending taskforce meetings, tracking task force issues and providing analysis, providing advice and counseling to advisory boards, commissions and city-funded corporations.

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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	Over two years experience as an Attorney.
Certifications and Other Requirements	Virginia State Bar License
Reading	Work requires the ability to read legal documents, city, state, and federal codes, various reports, contracts, and 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 legal documents, correspondence, and reports.
Managerial	Managerial responsibilities include coordinating activities related to trial preparation.
Budget Responsibility	N/A
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work 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	Incumbents contact others within the organization. These contacts may involve similar work units or departments within the City such as Police, and Human Resources, 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	X	Light	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	F	Copier, fax machine, filing, meetings, court work, hearings and trials, customer service, training
Sitting	F	Computer, desk work, court work, hearings, trials, customer service, training
Walking	F	To/from courtroom/house, inter-office, to/from office equipment
Lifting	F	Office supplies, files, reports, manuals, books
Carrying	R	Office supplies, files, reports, manuals, books
Pushing/Pulling	N	
Reaching	R	Office supplies, files, reports, manuals, books
Handling	R	Office supplies, files, reports, manuals, books
Fine Dexterity	F	Computer keyboard, calculator, Dictaphone, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	O	Filing in cabinet drawers
Twisting	N	
Climbing	O	Stairs
Balancing	N	
Vision	C	Computer, desk work, filing, reading, writing, customer service, training, court hearings and trials, use of Dictaphone
Hearing	C	Telephone, co-workers, staff, supervisor, various City personnel and departments and divisions, City Council, citizens, meetings, training, court hearings and trial
Talking	C	Telephone, co-workers, staff, supervisor, various City personnel and departments and divisions, City Council, citizens
Foot Controls	O	Dictaphone
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Dictaphone, legal resources: codes, rules, regulations, books and journals, Standard Microsoft Windows and Office software, VA Law on Disc, WestLaw, Internet/Intranet, LaserFiche, Michie's Law on Disc, Smart Attorney, WinZip, CodeDrag, Adobe Acrobat Reader

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	S	Dirt and Dust	D
Chemical Hazards	D	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	S
Fire Hazards	D	Fumes and Odors	D
Explosives	N	Wetness/Humidity	S
Communicable Diseases	D	Darkness or Poor Lighting	M
Physical Danger or Abuse	N		
Other (see 1 below)	N		

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

- (1)
- (2) Courtroom/house

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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

- (3)