

Adopted: September 2001 , Revised: _____

Class Title: Deputy City Attorney II

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Represents the city, its agencies, divisions, departments and employees in legal matters including litigation, acquisition of real property and general business matters. Gives advice and consultation regarding interpretation of contracts, codes, statutes, regulations and ordinances. Prosecutes and enforces matters of interest to the city including employment disciplinary hearings, proceedings pertaining to regulatory violations and proceedings concerning violations of city ordinances. Assists in the formulation of city policies and regulations.

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	Provides advice and counsel on legal matters by reviewing and evaluating circumstances, assessing legal issues, obtaining, reviewing and evaluating materials and sources, conferring and coordinating with representatives from other departments, divisions, agencies, or law offices, negotiating issues, reviewing contracts, and addressing and resolving issues.
2	S	Performs trial duties by propounding interrogatories, sending requests for admission, scheduling and taking depositions, setting case for trial, preparing exhibits, conferring with witnesses, preparing documentations, preparing instructions, preparing voir dire, trying the case, conducting settlement discussions, making post trial motions and any other duties as necessary.
3	S	Provides administrative duties by writing, typing and dictating information, correspondence, memos, and legal pleadings, supervising staff, drafting, reviewing and filing orders, petitions, pleadings, notices and other documents, conducting research, writing briefs, drafting interrogatories, drafting ordinances and charter amendments, and responding to bid protests and construction claims.

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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	Three 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, correspondence, and various contracts.
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 ordinances, and statutes
Managerial	Managerial responsibilities include coordinating activities and staff 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	Contacts others within the organization. These contacts may involve similar work units or departments within the City 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	Office equipment, filing, meetings, court, customer service, training, on-site inspections
Sitting	F	Computer, desk work, court, customer service, training, answering telephone
Walking	F	To/from court, inter-office, to/from office equipment, to/from meetings, to/from library
Lifting	O	Office supplies, files, reports, manuals, books, boxes
Carrying	O	Office supplies, files, reports, manuals, books, boxes
Pushing/Pulling	N	
Reaching	R	Office supplies, files, reports, manuals, books, boxes
Handling	O	Office supplies, files, reports, manuals, books, boxes
Fine Dexterity	C	Computer keyboard, calculator, Dictaphone, writing, use of telephone
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	F	Filing in cabinet drawers
Twisting	F	From computer to telephone
Climbing	O	Stairs
Balancing	O	On stairs, when carrying boxes or large files/reports/manuals/books
Vision	C	Computer, desk work, reading, use of Dictaphone, viewing photos
Hearing	C	Telephone, staff, supervisor, citizens, meetings, training, court hearings and trial
Talking	C	Telephone, staff, supervisor, citizens, meetings, court hearings
Foot Controls	F	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	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:

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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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	R
Other (see 3 below)	N

- (3)