



**CITY OF HAWTHORNE  
HUMAN RESOURCES DEPARTMENT  
DEPUTY CITY ATTORNEY**

**JOB SUMMARY**

Under the supervision of the City Attorney, assists with the preparing and drafting briefs, pleadings, ordinances, resolutions, contracts, leases, permits, letters, memos, and other documents; assists in the enforcement of City codes and prosecutes misdemeanor violations of City codes; provides written and oral legal opinions; and prepares for and participates in court hearings, arbitrations, depositions, and trial on behalf of the City; supervises the work of clerical staff; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

Employees within this job specification perform routine and moderately complex duties assigned. Positions at this level receives instruction, assistance, training, and guidance from the City Attorney as well as other staff attorneys. This job class is distinguished from the Assistant City Attorney in that the latter is assigned more complex projects.

**SUPERVISION RECEIVED**

Receives administrative direction from the City Attorney and/or designee.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*The following is a list of typical duties assigned to this classification. The duties included on this list are examples and are not intended to be all-inclusive or restrictive.*

- Prepare and draft a variety of correspondence and legal documents including briefs, pleadings, ordinances, resolutions, contracts, leases, permits, letters, memos, and other documents.
- Enforce City codes and prosecute misdemeanor violations of City ordinances.
- Prepare for and attend court appearances, hearings, arbitrations, depositions and civil trials.
- Receive and review tort claims and lawsuits filed against the City; assist and represent the City in its defense.
- Attend and participate in group meetings; provide legal support and advice to City departments and employees.
- Receive and respond to public inquiries, citizen complaints, and requests for information.
- Perform general legal research; utilize law libraries and computer database systems.
- Provide written and oral legal opinions as requested by the City Attorney.
- Perform related duties as required, including the process of "Pitchess Motions."

**City of Hawthorne  
Deputy City Attorney (continued)**

**MINIMUM QUALIFICATIONS**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education, Training and Experience

- A Juris Doctorate from an American Bar Association or State Bar of California accredited law school;
- Experience in California municipal law, specifically providing legal counsel on the Brown Act, California Public Records Act, and Political Reform Act.

License, or Certificate and/or Special Requirements:

- A valid California class C driver's license, safe driving record, and proof of insurance are required at the time of appointment.
- Current membership in the California State Bar in good standing.

Knowledge of:

- Basic operations, services and activities of a City Attorney's office.
- Principles of municipal, civil, criminal, constitutional, and admirative law.
- Statutes and codes applicable to civil and criminal proceedings.
- Basic methods and techniques used in the review and settlement of lawsuits.
- Duties, powers, limitations and authorities of a general law city.
- Methods and techniques of prosecuting violations of the municipal code.
- Modern office procedures, methods and equipment including computers and applicable software applications.
- Pertinent federal, state and local laws, codes and regulations.

Ability to:

- Provide responsible assistance to the City Attorney.
- Prepare for and prosecute civil and criminal cases.
- Review lawsuits and tort claims filed against the City and recommend appropriate courses of action.
- Participate in court proceedings.
- Offer competent legal advice and counsel.
- Use a wide variety of legal research methods.
- Interpret and apply federal, state and local policies, laws and regulations.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Safely operate a motor vehicle during course of performing duties.

**PHYSICAL DEMANDS**

Work is primarily performed in an office environment requiring prolonged sitting or standing; walking, kneeling, crouching, squatting, stooping and bending; input data into a computer terminal; exposure to computer glare, vibrations and pitch; ability to lift, carry and move objects totaling approximately 25 pounds in weight. May on occasion operate a motorized vehicle. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORKING CONDITIONS**

Work is routinely performed in an office environment. Offsite assignments and irregular work hours are frequently required. Position may require working in the evening to attend City Council, City commission and board meetings or a range of community meetings at various sites in the community.

FLSA Status: Exempt  
Bargaining Unit: HEG  
Civil Service Status: At-Will/ Non-Classified

Revised: June 2025; January 2026  
CSC Approved: N/A