



CITY OF HAWTHORNE Assistant City Attorney Class Specification

JOB SUMMARY

Under general direction from the City Attorney, the Assistant City Attorney will constitute the Litigation Division of the City Attorney's Office. The Assistant City Attorney performs routine to complex legal work, and will be assigned to handle moderate to high-exposure litigation principally in areas of State housing, personnel, police defense, personal injury and other tort defense, and may be required to provide direction and assistance to outside counsel; may assign and supervise the work of professional and clerical staff; and perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

- Primarily responsible for representing the City in litigation involving police misconduct, general liability and employment litigation, and housing appeals;
- Oversee and assist outside counsel representing the City in complex matters including providing legal advice and direction;
- Experience defending Pitchess and Brady motions and knowledge of the evidentiary guidelines pertaining to same;
- Experience with the California Public Records Act and responding to complex Public Records Requests;
- Draft liability waivers for various City programs;
- Work with the Joint Powers Authority and insuring programs;
- Renders written legal opinions of matters affecting the conduct of municipal affairs;
- Conduct legal research incidental to the preparation of legal opinions as assigned;
- Draft resolutions and ordinances as assigned;
- Prepares special proceedings and civil actions for trial as assigned;
- Establishes and maintains case records;
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training & Experience

- Graduation from the law school of a law school accredited by the American Bar Association.
- A minimum of three (3) years of experience in the active practice of law in the municipal context or experience in general liability practice involving public entities.

Licenses, Certifications and/or other Special Requirements

- Membership in the California State Bar and admission to practice before the California Supreme Court.
- Possession of, or ability to obtain, an appropriate valid State of California driver's license and proof of insurance are required at time of appointment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of U.S. and California Constitutions;
- Knowledge of the general laws of the State of California
- Knowledge of ordinances, statutes, and court decisions affecting the organization, functions, liabilities and obligations of municipal corporations in California.
- Knowledge of powers, duties, liabilities, and limitations of municipal officers.
- Knowledge of principles and practices of supervision, training and personnel management.
- Knowledge of legal research methods, techniques, and sources.
- Ability to conduct legal research.
- Ability to prepare and try cases in court.
- Ability to evaluate facts and interpret the law in individual cases.
- Ability to supervise, train, and evaluate subordinate staff.
- Ability to communicate clearly and concisely in verbal and written form.
- Ability to interview complaints and witnesses.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of performing job 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; and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. This position may be required to assist staff in performing inspections of work in the field that may require walking on uneven ground, working around machinery, fumes, dirt and gas and in varying temperatures. 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 Services Status: Non-Classified/At-will
CSC Approval: December 2023
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