City of Chesapeake	Class Title: Deputy City Attorney

Job Class Code: 0760	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist the City Attorney in overseeing departmental operations and provide a wide range of legal services for the City of Chesapeake. The class is responsible for staff supervision, providing legal advice to all departments, boards and commissions, preparing legal documents, analyzing policy issues, and managing cases for trial. This class assumes the duties of the City Attorney when he/she is absent, which include attending City Council meetings and providing legal advice directly to the Mayor and the members of City Council. This class will supervise the City Attorney's Office in the absence of, and otherwise to the extent requested by, the City Attorney. The class works within broad policy and organizational guidelines; independently plans and implements projects; and reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Assumes the duties of the City Attorney in his absence including attending City Council meetings, providing legal advice directly to the Mayor and members of the City Council, and supervising all personnel in the Office of the City Attorney.

- Provides legal advice on complex issues to departments and agencies of the City; provides oral and written legal opinions.

- Drafts ordinances, contracts, petitions, motions, orders, resolutions, leases, and other legal documents.

- Reviews, revises, and approves proposed ordinances, contracts, policies, procedures, and other documents for legal sufficiency.

- Prepares cases for trial by researching the law, interviewing and preparing witnesses, and examining evidence.

- Provides specific legal guidance and representation to City staff in ongoing matters before the court and administrative and regulatory bodies.

- Participates in mediation and pre-trial settlement conferences and makes recommendations to the City Attorney regarding proposed resolution of disputes.

- Oversees case management and attorney assignments.

- Attends the General Assembly as a legal lobbyist and monitors and comments upon all bills that may affect the affairs of the City.

- Attends citizen meetings for purposes of responding to legal questions and providing legal explanation of City programs and issues.

- Assists the City Attorney in administrative investigations concerning matters of concern to the City Council and the City Manager.

- Oversees the work product of, and provides guidance and training to, assistant city attorneys.

- Attends staff, commission, Council, Board, and other professional meetings to exchange information or provide legal counsel.

- Works on special projects relating to major transportation improvements, public-private partnerships and other matters involving large investments of public funds.

- Analyzes and implements public policies as may be developed by the City Council.

- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on professional expertise. Communicates directly with the Mayor and Members of the City Council, the City Manager, members of the General Assembly, department heads, community leaders and citizens.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and legal analysis or other practices to diagnose or define problems, collect data, and solve abstract problems with widespread unit and organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements.
Language Requirements	Reads and applies professional materials involving advanced knowledge of law, politics, economics, abstracts, financial reports, and legal documents; provides legal advice in public settings including City Council meetings and high profile boards and commissions; lobbies at the General Assembly, speaks before professional and civic groups, participating in legal panel discussions and speaking extemporaneously on a variety of subjects.
Mental Requirements	Uses advanced analytical and theoretical methods in the analysis, or interpretation of abstract work of a legal nature and formulates new techniques or recommendations. Makes decisions which impact both the organization and local government law.
Decisions/Supervisory Control	Makes decisions on a daily basis concerning legal interpretations, policy implementation, containment of legal risk and protection of the public welfare. These decisions may affect the entire organization and city population. Decision-making includes the development of long range goals, plans or methodologies.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a juris doctorate degree or equivalent training/education.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of six years of related, full-time experience in the practice of local government law or equivalent experience.
Special Certifications and Licenses	Requires a Commonwealth of Virginia law license.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 2/28/18