



Associate Deputy City Attorney #03000
City of Virginia Beach – Job Description
Date of Last Revision: 03-31-2016

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 23

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Provide effective legal services to the City, its boards and commissions, officials, employees and volunteers in complex legal matters and settings. This position involves supervisory and administrative functions. Highly experienced attorney responsible for independently performing professional legal services on a variety of complex legal topics as assigned by the City Attorney including but not limited to performing legal research; preparing legal memoranda, pleadings, briefs and opinions; representing clients in all courts; representing boards and commissions; negotiating legal issues; and advising clients both orally and in writing; assist the Deputy City Attorney with administrative duties and independently manage, with input from the Deputy City Attorney, the work of an assigned sub-group of attorneys performing discrete legal tasks within the larger section. The City Attorney's Office serves the City, its elected and appointed officials, departments, boards and commissions, employees and volunteers.

Representative Work Functions and Responsibilities

Competently and professionally: identify, analyze and evaluate significant legal issues for clients; and evaluate alternatives and provide legal guidance regarding potential legal ramifications.

Research and prepare or review written opinions on legal issues affecting the City.

Provide advice, recommendations and legal counsel to clients in matters involving significant legal issues; and provide sound legal conclusions on complex issues; effectively provides oral communications and legal advice to clients, other members of the office, opposing counsel, judicial officers, court staff, departments, boards and commissions on a variety of complex legal issues.

Represent the City in complex civil litigation matters in all state and federal trial and appellate courts; represent the City in significant administrative hearings and quasi-judicial proceedings; prosecute technical and complex misdemeanor offenses and appeals; evaluate legal claims asserted by or against the City and recommend proposed resolutions; negotiate legal positions on behalf of clients; and negotiate positions and recommended settlements prior to and during complicated litigation affecting the interest of the city after consultation with Deputy City Attorney and/or City Attorney;

Evaluate the acquisition or disposition of real estate interests by the City and prepare related transactional documents and instruments; and handle complex real estate closings.

Assist in the drafting of proposed legislation to be submitted to the state legislature; track proposed

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legislation in the General Assembly and Congress and provide evaluation and analysis of proposed legislation; and draft new and amended ordinances and resolutions.

Draft and review contracts and agreements between the City and other parties for legal sufficiency; and analyze and draft other legal documents.

Responsible for operational decisions based upon legal advice.

Develop and maintain professional relationships; complete all work within established deadlines; effectively multi-task; and efficiently prioritize work load within time constraints.

Attend meetings of City Council, boards and commissions as assigned.

Keep abreast of amendments and changes in federal and state laws and regulations, recent applicable court cases, decisions and holding; and agency decisions and guidance; and inform clients of important legal decisions, modifications, amendments and other matters that relate to their work.

Provide training on complex legal topics to City managers and leaders.

Fill in for the Deputy City Attorney at management meetings.

Assist the Deputy City Attorney in preparing evaluations of subordinate staff attorneys and monitoring and approving the work of subordinate staff attorneys; assist the Deputy City Attorney in ensuring subordinate staff attorneys receive required and necessary training; and handle routine issues with subordinate staff attorneys.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

Effectively handle the prosecution of technical and complex misdemeanor appeals and civil litigation in all state and federal courts, including necessary research, witness interviews, negotiations with plaintiff and defense counsel, preparation of jury instructions and presentation of cases at trial; effectively, clearly and persuasively prepare all types of legal documents, contracts, agreements, legal memoranda, opinions, and briefs; effectively provide legal counseling to assigned departments, boards, commissions and agencies; use tact and discretion in order to establish effective relationships with other judicial agencies, witnesses, law enforcement agencies, assigned city departments, boards, commissions, agencies, outside law firms and the public at large; maintain accurate files, adequately documenting in writing all actions and providing sufficient justification to support recommendations and actions; effectively mentor and supervise junior attorneys as assigned; possess ability to handle administrative functions and duties under the supervision of the Deputy City Attorney.

Minimum Qualifications

Active membership in good standing in the Virginia State Bar; eligibility to practice law in the State of Virginia and admitted to practice before the Supreme Court of Virginia and the Federal District Court.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of modern principles, practices, procedures, and substance of local, state, and federal law.
2. Knowledge of organizational procedures and legal responsibilities of the various departments and divisions of the city government.
3. Knowledge of the responsibilities and obligations of public officials and agencies.
4. Knowledge of civil and administrative procedures.
5. Knowledge of state and federal court procedures and rules of evidence.
6. Knowledge of legislative bill processes and procedures.
7. Knowledge of policies and procedures of assigned commissions and boards.
8. Knowledge of organization of federal and state government and agencies; and interrelationship between federal, state and local government agencies.

B. Skills

1. Skill in proficiently and resourcefully defining and researching various complicated legal problems, analyzing the problems, evaluating alternatives and in preparing clear, concise and understandable legal opinions.
2. Skill in providing in-depth review and analysis of various legal documents.
3. Skill in preparing various intricate and multi-faceted legal documents.
4. Skill in working effectively with department heads, city manager, deputy city managers, constitutional officers, and other personnel on sensitive and complicated legal matters.
5. Skill to interpret federal, state and local laws, regulations and constitutional provisions.
6. Skill in representing the City in all state and federal courts before judges and juries.
7. Skill in effectively and competently preparing for court appearances.
8. Skill in planning persuasive strategies to represent the interests of clients.

C. Abilities

1. Ability to communicate and express ideas effectively, persuasively and understandably both orally and in writing.
2. Ability to exercise discretion while making decisions with respect to controversial legal issues.
3. Ability to maintain professional working relationships with staff, clients, opposing counsel, judicial officers, court officials, employees, representatives of federal and state agencies and the public.
4. Ability to professionally and capably deal with stressful and delicate situations.
5. Ability to perform a variety of functions independently and in a team environment.
6. Ability to maintain high ethical standards and confidentiality consistent with ethical requirements and office policies.
7. Ability to handle heavy case or work load effectively, professionally and sensibly.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires active work that involves walking standing and lifting some of the time and involves exerting up to 20 pounds of force on a regular and recurring basis and routine keyboard operations.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

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. Coordination of entry level managerial work; applies general understanding of operating policies and procedures to solve complex administrative problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

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Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, and field of vision, hearing and speaking.

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