



**CITY OF OAKLAND
EMPLOYMENT OPPORTUNITY**

**DEPUTY CITY ATTORNEY II OR III
RENT PROGRAM & CODE
ENFORCEMENT**

Salary Range: Deputy City Attorney II: \$116,739.72 to 143,345.88 annually

Deputy City Attorney III: \$128,710.56 to \$158,038.20 annually

Benefits: Health, dental, vision, retirement and other competitive benefits

Recruitment Begins: July 27, 2018

Deadline to Apply: Open until filled

THE POSITION

The City Attorney's Office seeks a well-qualified individual with knowledge and expertise in municipal law. The position will work in practice areas including rent regulations and landlord/tenant law (such as evictions, renting and remedies), code enforcement, public nuisance, administrative hearings and other practice areas that may include, but not be limited to, affirmative litigation, constitutional issues (due process, equal protection, privileges & immunities, right to travel, residency requirements) and providing advice on a wide range of issues such as conflicts, ethics, contracting, drafting and researching legislation, regulations and policies. Experience providing advice to Boards/Commissions and/or City Councils, ordinance and regulation drafting, administrative procedures (including administrative remedies and rule-making) and litigation (including writs, appeals and affirmative litigation) is desirable.

Incumbents may receive general supervision from a Deputy City Attorney V, Special Counsel, Chief Assistant City Attorney or the City Attorney. The City Attorney may assign the selected attorney to new, additional or different duties or practice areas in litigation, advice or transactional work.

Attorneys in this diverse and exciting Office frequently work collaboratively with other attorneys and other City Departments on a wide variety of issues.

Agency Description

The City Attorney's Office provides legal advice and counsel to the City in areas including but not limited to rent program, land use, nuisance, real estate, personnel, elections, conflicts of interest, municipal finance, retirement, housing, public contracting and economic development. Services include drafting and reviewing contracts, legislation and other documents and potentially providing litigation services in the defense of ordinances and other administrative actions and in specialized areas including probate and bankruptcy.

The City Attorney's Office provides counsel to the City Council, Mayor, City Administrator, and City boards and commissions, various City-wide task forces and City agencies and departments. Incumbents perform a variety of professional legal duties involving civil municipal law issues.

The City Attorney's Office also advocates the City's interests in claims and lawsuits litigated in state or federal court and including high-value personal injury cases, complex civil rights

actions, breach of contract, personnel disputes, eminent domain actions, inverse condemnation and alleged Constitutional violations.

Job Description

Duties may include but are not limited to:

- Providing legal advice to Rent Adjustment Program administrative staff and hearing officers.
- Providing legal advice to City boards and commissions such as the Rent and Relocation Board, and other boards and commissions.
- Preparing legal opinions, ordinances, regulations, resolutions, contracts and other legal documents.
- Drafting and reviewing Rent Board and other boards' decisions.
- Providing expert advice and legal opinions on Rent Adjustment Ordinance and related ordinances and regulations to the City Administrator, Rent Adjustment Program Manager and other City executives, the City Council, City departments, and other boards and commissions.
- Providing expert advice and legal opinions on the Building Services Ordinance and other code enforcement and public nuisance ordinances and regulations to the City Administrator, Rent Adjustment Program Manager and other City executives, the City Council, City departments, and other boards and commissions.
- Preparing for and representing the City in judicial and administrative hearings including citation appeals, administrative writs, traditional writs, affirmative litigation and settlement conferences, trials, appeals and other similar actions.
- Working closely with City administrators, elected officials and agency and department executives to ensure compliance with laws and City policies.
- Reviewing staff reports and writing City Council reports.
- Handling or assisting in matters involving code enforcement, nuisance, vacant and foreclosed housing programs, tenant relocation and other substantive areas as needed.
- Exercising sound judgment and clearly explaining legal advice to attorneys and lay people, defending legal analyses.
- Attendance at evening and late night meetings is required.
- Acting in an advisory capacity at meetings of the City Council, City Boards and Commissions and advising City departments on legal matters.
- Handling affirmative litigation.

MINIMUM REQUIREMENTS FOR APPLICATION

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

Experience:

- For DCA II position: Two years of increasingly responsible work experience comparable to a Deputy City Attorney II position in the City of Oakland.
- For DCA III position: Two years of increasingly responsible work experience comparable to a Deputy City Attorney III position in the City of Oakland.
- The ideal candidate will have expert knowledge of and experience in rent regulation, rent and eviction law, code enforcement and public nuisance enforcement, federal and state court litigation, administrative agency procedures and municipal government law and

procedures such as open meetings and public records. While expertise in rent control and related matters is desirable, expertise and experience in general municipal law, knowledge of constitutional principles or other experience that demonstrates an ability to develop expertise in rent matters will qualify candidates for consideration.

- Candidates must have excellent writing and oral argument skills.

Education:

- Law school graduate.

License or Certificate:

- A member in good standing of the California State Bar.
- Incumbents in this position are expected to operate automotive vehicles in the performance of assigned duties. Due to assignments and hours of work, public transportation may not be an efficient method for traveling to required locations. Selected individuals will be required to maintain a valid California Driver's License during City employment or demonstrate the ability to travel to required locations in a timely manner.

Additional Desirable Skills:

- Language skills, especially in Spanish, Cantonese and/or Mandarin.
- Working knowledge of municipal, state and federal laws, ordinances and codes affecting City government.
- Working knowledge of local court rules and procedures.

Ability to:

- Interpret and apply various government codes and ordinances.
- Conduct research on legal problems and prepare sound legal opinions.
- Analyze and prepare a wide variety of legal documents.
- Present cases in court and administrative proceedings.
- Handle stressful and sensitive situations with tact and diplomacy.
- Provide professional leadership, guidance and technical expertise to assigned staff.
- Work independently or as part of a team.
- Form or work with a multidiscipline team.
- Manage multiple demanding programs, cases and projects with competing deadlines.
- Communicate effectively in both oral and written form with City officials, representatives of outside agencies and the public, and in litigation.
- Complete varied assignments within a narrow time frame.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Inspire confidence and respect for legal advice.
- Skillfully and professionally present legal advice to clients including the elected and high-level appointed officials.

HOW TO APPLY

Submit a City of Oakland employment application, current resume and the attached supplemental questionnaire via email to:

**City of Oakland, Office of the City Attorney
One Frank H. Ogawa Plaza – 6th Floor
Oakland, CA 94612**

**Attention: Jamie Smith, Executive Assistant to the City Attorney
jsmith@oaklandcityattorney.org**

This job announcement and additional employment information including the City of Oakland employment application form is available on line at:

www.oaklandcityattorney.org

The City of Oakland is an Equal Opportunity / ADA employer

SUPPLEMENTAL QUESTIONNAIRE

**City of Oakland
Office of City Attorney
Deputy City Attorney II or III**

The purpose of this supplemental questionnaire is to assess your qualifications, training and experience in specific job related areas. Your answers to these questions along with your completed application will be used to select the most suitably qualified candidates.

Applications submitted without a completed supplemental questionnaire will not be considered.

Respond to each question fully, describing your specific experience and accomplishments, but limit them to one 8 ½" x 11" sheet of paper (single or double spaced) per question. Responses must be legible and typewritten responses are preferred. Although this supplemental questionnaire will be reviewed in tandem with your other application documents, please specify the organization or jurisdiction for which you worked.

1. Describe your most complex litigation or administrative action experience in the area of landlord/tenant or rent regulation or other area of law, including any trial preparation and trial experience, and the outcome of the case(s).
2. Describe your most complex project or advisory matter in the area of landlord/tenant or rent regulation, or other area of law, including any cutting edge legal issues, interpretation of case law and the issues and resolution. In particular, note any experience in drafting legislation.
3. Fully describe your professional history in landlord/tenant law or rent regulation.
4. Describe your experience in code enforcement and public nuisance enforcement, including experience with litigation and/or administrative actions.
5. Please describe your interest in these areas of law and in this particular position.
6. Attach at least two writing samples that you prepared.

I understand that all information provided herein is subject to verification, and is true to the best of my knowledge.

Signature

Date