



**CITY OF OAKLAND  
EMPLOYMENT OPPORTUNITY  
DEPUTY CITY ATTORNEY II  
Affirmative Litigation,  
Innovation and Enforcement  
Division**

**Salary Range:** \$116,739.72 to \$143,345.88 annually (salary based upon experience)

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

**Recruitment Opens:** August 23, 2018

**Deadline to Apply:** Open until filled

## **THE POSITION**

The ideal candidate for this position in the City Attorney's Office will have experience in affirmative litigation, such as civil rights, consumer, immigration and housing cases. Desirable knowledge and experience includes: administrative procedures, including administrative remedies and rule-making, and litigation including writs, appeals, affirmative litigation and civil litigation. The incumbent will work with other litigators and advice and labor and employment attorneys. The position is currently assigned to the Community Lawyering & Civil Rights Unit of the Affirmative Litigation, Innovation & Enforcement Division.

Incumbents may be supervised by a Deputy City Attorney V, Special Counsel, Chief Assistant City Attorney and/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.

### **Description**

The Affirmative Litigation, Innovation & Enforcement Division is comprised of two units: (1) the Neighborhood Law Corps (NLC), and (2) the Community Lawyering & Civil Rights Unit (CLCR). This position involves handling a civil caseload which includes, but is not limited to, case evaluation, propounding and responding to discovery, taking and defending depositions, preparing for and representing the City in judicial hearings including settlement conferences, trials and in appellate courts. Among other duties, this position will focus on proactive lawsuits and other actions to protect and advance the rights and interests of Oakland residents with the goals of addressing discrimination and securing economic, environmental and social justice.

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 is also empowered by state law to bring certain actions on behalf of the People of the State of California.

## **Job Description**

### **Duties may include but are not limited to:**

- 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.
- Acting in an advisory capacity at meetings of the City Council, City Boards and Commissions, and advising City departments on legal matters.
- Reviewing staff reports and writing City Council reports.
- Working with other attorneys, including but not limited to other litigators and advisory attorneys on various blighted properties, nuisance matters, and litigation.
- Handling administrative hearings and appeals.
- Initiating and prosecuting civil litigation, including civil rights and housing cases.
- In some cases, incumbent may assist in, 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 some evening and late night meetings is required.

### **Minimum Qualifications**

Two years of increasingly responsible work experience comparable to a Deputy City Attorney I for the City of Oakland

Candidates should have excellent research, writing, oral argument and critical thinking skills.

### **Education:**

- Graduate of accredited school of law.

### **License or Certificate**

- A member in good standing of the California State Bar.
- Incumbents in this position are 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. Due to assignments and hours of work, public transportation may not always be an efficient method for traveling to required locations.

### **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.
- Expert knowledge of and experience in federal and state court, administrative agency procedures, and municipal government law and procedures, such as open meetings, public records.
- Litigation experience that is transferable.

### **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 multidisciplinary 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 elected and high-level appointed officials.

## **Benefits**

The City of Oakland offers an excellent salary and benefits package. The benefits package includes:

- Public Employees Retirement System (PERS) retirement.
- Dental plan and orthodontics for employee and dependents.
- Vision plan for employee and dependents.
- Health plan fully or partially-paid, depending on your plan choice.
- Life insurance.
- Management leave, vacation leave, sick leave and holidays.
- Deferred compensation plan.
- Professional Development Allowance

### **HOW TO APPLY**

Submit a completed City of Oakland employment application, current résumé and the attached supplemental questionnaire by email to:

[Civilrights@oaklandcityattorney.org](mailto:Civilrights@oaklandcityattorney.org)

This job announcement and additional employment information including the application form is available on-line at: [www.oaklandcityattorney.org](http://www.oaklandcityattorney.org)

**The City of Oakland is an Equal Opportunity / ADA employer**

## Supplemental Questionnaire

**Recruitment Opened: August 23, 2018**

**Deadline: Open until Filled**

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. Responses must be legible and typewritten responses are preferred.

1. Describe your most complex litigation or administrative action experience, including any writ, trial preparation and trial and appellate experience, and the outcome of the case(s).
2. Describe the three most complex writs, motions and appeals that you have drafted and argued. What were the outcomes of the proceedings?
3. Describe your experience, if any, in the area of blight or nuisance enforcement, including trial preparation and trial experience, and the outcome of the case(s).
4. If you have not handled writs, motions or appeals or litigation independently, describe your experience and the skills and experience that would demonstrate your aptitude, interest and ability to handle motions, writs, appeals, law suits, etc.
5. Please describe your interest in this area of law and in this particular position.
6. Attach at least two writing samples that you prepared (that would be samples of any of the experiences described in Question 2).

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date