



CITY OF OAKLAND
EMPLOYMENT OPPORTUNITY
DEPUTY CITY ATTORNEY II OR III
Litigation

Salary Range:

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

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

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

Recruitment Opens: April 24, 2018

Deadline to Apply: Open until filled

THE POSITION

The Office of the City Attorney seeks a well-qualified individual for a Deputy City Attorney II or Deputy City Attorney III position in the Litigation Division of the Office. Significant litigation experience including writ and appellate experience is desirable for the position of Deputy City Attorney II or Deputy City Attorney III with placement **depending on experience**.

The City Attorney may assign the selected attorney to new, additional or different duties or practice areas in either the Litigation or Advisory Division, including but not limited to administrative proceedings and/or transactional work.

The City Attorney's Office represents the City in legal matters pertaining to the City of Oakland. These matters include, but are not limited to, providing advice to clients, handling all manner of writ proceedings and handling litigation and appellate matters.

This position is represented by IFPTE Local 21. Incumbents may receive general supervision from a Deputy City Attorney V, Special Counsel, Chief Assistant City Attorney or the City Attorney.

Typical duties may include, but are not limited to the following:

- Performing legal research, interpreting and applying laws and court decisions
- Handling matters pertaining to writs
- Appearing in court to present, argue and try cases
- Representing the City and its officers and employees in their official capacities in hearings, jury and court trials
- Preparing pleadings and other papers in connection with trials, hearings, discovery and other legal proceedings
- Reviewing and evaluating case files and making decisions regarding proper disposition
- Studying, interpreting and applying laws, court decisions and other legal authorities in the preparation of cases, opinions and briefs
- Performing relevant legal research
- Overseeing outside counsel
- Skillfully and professionally presenting legal advice to attorneys and lay people and defending legal analyses
- Inspiring confidence and respect for legal advice
- Interacting with other in-house attorneys as part of a team and occasionally as team leader to provide the best product for clients of the City Attorney's Office
- Providing legal advice to City departments

MINIMUM REQUIREMENTS FOR APPLICATION

Any combination of experience and education that likely would provide the required knowledge and abilities will qualify an applicant for the position. A typical way to obtain the knowledge and abilities would be:

Experience:

- **DCA II** - Two years of increasingly responsible work experience comparable to a Deputy City Attorney I in the City of Oakland
- **DCA III** - Two years of increasingly responsible work experience comparable to a Deputy City Attorney II in the City of Oakland

Education:

- School of Law 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 Skills that are Desirable:

- Bilingual skills 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; prepare sound legal opinions
- Analyze and prepare a wide variety of legal documents
- Present cases in court and administrative proceedings
- Handle stressful or sensitive situations with tact and diplomacy
- Communicate effectively in both oral and written form with City officials, representatives of outside agencies and the public
- Complete varied assignments within a narrow time frame
- Establish and maintain effective work 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
- Interact with other in-house attorneys as part of a team, and occasionally as team leader, to provide the best product to clients of the City Attorney's Office

HOW TO APPLY

Submit an employment application and current résumé and complete the attached supplemental questionnaire to:

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

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

www.oaklandcityattorney.org

Final Filing Date: Open Until Filled

The City of Oakland is an Equal Opportunity / ADA employer

**Supplemental Questionnaire
Deputy City Attorney II or III – Litigation**

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 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 litigation experience, including any writ, trial preparation, trial and appellate experience.
2. Describe the five most complex writs, motions and appeals that you have drafted and argued. What were the outcomes of the proceedings?
3. List the judges, justices, or other judicial officer(s) before whom you have appeared.
4. Provide at least one, but no more than three, writing samples where you were the primary author (that would be samples of any of the experiences described in Question 1). Redact any identifying information if necessary.

CERTIFICATION OF APPLICANT

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

Signature _____

Date _____