

CITY OF OAKLAND



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Office of the City Attorney
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City Attorney

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EMPLOYMENT OPPORTUNITY

OAKLAND CITY ATTORNEY'S OFFICE

Deputy City Attorney V Litigation Division

Salary Range: \$144,654.96 – 177,594.12 annually
(Position and Salary will be based upon experience)

Recruitment Opens: September 22, 2016

Deadline to Apply: Open Until Filled

The Office of the City Attorney seeks a well-qualified, motivated attorney to serve as Deputy City Attorney V in the Litigation Division. The Deputy City Attorney V (DCA V) is the most senior deputy city attorney classification and handles the most complex cases and cases with the highest level of exposure. The DCA V may supervise other attorneys, will collaborate with and mentor other attorneys, and serve as team leader (“first chair”) on a number of cases.

Description

The Litigation Division advocates the City's interest in claims and lawsuits filed against or on behalf of the City, its officers, employees and agencies. The lawsuits are litigated in the state or federal court systems and include, but are not limited to, high-value personal injury cases, complex civil rights actions, breach of contract, personnel disputes, eminent domain actions, alleged constitutional violations such as police use of force, disability, race, sex, age discrimination and inverse condemnation cases.

Duties & Responsibilities

This position involves handling a civil caseload under the supervision of a Chief Assistant City Attorney. Case handling responsibilities include, but are 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.

Incumbent will receive general supervision from a Chief Assistant City Attorney or the City Attorney. Attorneys in this diverse and exciting Office frequently work collaboratively with other attorneys and other City Departments on a wide variety of issues. DCA Vs are part of the management team and provide input on procedures, policies, and initiatives.

Minimum Qualifications

One year of increasingly responsible work experience comparable to a Deputy City Attorney IV in the City of Oakland,

- or -

Ten years of professional experience in relevant areas of law.

Candidates must possess excellent knowledge of federal and state court procedures, including local rules. Excellent writing and oral argument skills are needed.

Education

- The incumbent must be a graduate of an accredited law school.

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 individual 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.

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
- Knowledge of employment discrimination law, civil rights law, dangerous condition law and tort defense is a plus.
- Experience in management of attorneys/legal teams is desirable.

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
- Handle jury trials
- 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 for clients of the City Attorney's Office

Benefits

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

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

HOW TO APPLY

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

City of Oakland, Office of the City Attorney
One Frank H. Ogawa Plaza, 6th Floor
Oakland, CA 94612
Attention: Sophia Li

To obtain an application package, you may visit the Office of the City Attorney, One Frank H. Ogawa Plaza, 6th Floor, Oakland, CA or the City Attorney's website 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 V – 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 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. Fully describe your litigation experience, including any trial preparation and trial experience.
2. Fully describe the five most complex motions that you have drafted and argued. What were the outcomes of the motions?
3. Please list the judges, justices, or other judicial officer(s) before whom you have appeared.
4. Fully describe your appellate experience over the past five years.