



# CITY OF OAKLAND EMPLOYMENT OPPORTUNITY

## NEIGHBORHOOD LAW CORPS ATTORNEY Exempt Limited Duration Position

**Salary:** \$46,791.96 annually

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

**Recruitment Opens:** November 14, 2017

**Deadline to Apply:** Open until filled

### **THE POSITION**

The Office of the City Attorney seeks a highly qualified, innovative, and community-oriented attorney who is interested in public service for the position of Neighborhood Law Corps Attorney. California Bar required.

### **Description**

The Neighborhood Law Corps (NLC) is a unique, innovative, and award-winning community law program that focuses on proactive, neighborhood-based, and community-directed lawyering. The program – described as a cross between Legal Aid and the Peace Corps – brings legal resources and remedies into Oakland's diverse neighborhoods to address issues affecting quality of life in those communities.

The NLC attorney position is in the Affirmative Litigation, Innovation & Enforcement Division of the City Attorney's Office. NLC attorneys focus on combating blight, human trafficking, public safety, tenant protection, and other important community concerns and quality of life issues by performing litigation, policy work, and other actions. The position is responsible for representing the City in state and federal courts and will provide significant litigation-related experience.

While the NLC represents the City of Oakland, it works in collaboration with residents, neighborhood and merchant groups, and other public agencies.

This is a 2-year at-will position.

### **Duties & Responsibilities**

This position focuses on litigation and problem-solving related to blight, nuisance, and improving the quality of life in Oakland's diverse neighborhoods. Responsibilities include, but are not limited to: case evaluation, preparing pleadings, propounding and responding to discovery, taking and defending depositions, preparing for and representing the City in court, including settlement conferences, motions, and at trial. Attendance at evening and weekend community meetings is required on an as-needed basis. The incumbent will work for the City of Oakland under the supervision of a senior attorney.

### **Qualifications, Experience & Education**

We are seeking candidates who are highly motivated problem-solvers, able to communicate effectively with diverse communities, and who enjoy a high level of responsibility. We will consider new California barred law school graduates, recent federal or state law clerks, and attorneys with practice experience.

Prior litigation experience, a background in municipal law, and a demonstrated commitment to public interest law are desirable, as are superior legal research, writing, and oral argument skills. Foreign language skills – especially in Spanish, Cantonese or Mandarin – are a plus and will be a factor in selecting a candidate for the position. The applicant must be a graduate of an accredited law school and a member in good standing of the California State Bar at the time of hire. The successful applicant also will be asked to submit to and pass a background check.

### **Benefits**

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

- 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 and Credit Union services.

### **HOW TO APPLY**

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

**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 Neighborhood Law Corps Attorney**

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. Fully describe your litigation experience, whether civil or criminal, including any trial preparation and trial experience.
2. Please describe any academic courses or clinical experience you have had in trial advocacy, civil litigation, and/or moot court.
3. Please describe your interest in this type of practice and any relevant public interest experience you have had.
4. Attach to this questionnaire two writing samples: one sample of persuasive writing (such as in a Points and Authorities memorandum), and one sample of writing neutrally assessing a point of law (such as an internal legal memorandum or research article).
5. Attach to this questionnaire a list of at least two references with experience of your legal writing, advocacy and communication, or other relevant skills.

### **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 \_\_\_\_\_