



# CITY OF OAKLAND EMPLOYMENT OPPORTUNITY

## DEPUTY CITY ATTORNEY II OR DEPUTY CITY ATTORNEY III OR DEPUTY CITY ATTORNEY IV General Government & Finance

**Salary Range:** Deputy City Attorney II: \$100,739 - \$123,698, Deputy City Attorney III: \$111,069 - \$136,377 annually or Deputy City Attorney IV \$122,466 - \$150,353 annually (*Currently there is an average of 20 unpaid furlough days per year. The salary will be reduced by the number of furlough days*)

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

**Recruitment Opens:** January 12, 2012

**Deadline to Apply:** February 29, 2012 by 5:00 pm

### THE POSITION

The City Attorney's Office seeks two well-qualified individuals. Significant municipal law experience is desirable for the position of Deputy City Attorney II, Deputy City Attorney III or Deputy City Attorney IV **depending on experience.**

The City Attorney may assign the selected attorney to new, additional or different duties or practice areas in either litigation or transactional work.

The City Attorney's Office provides legal advice and counsel to the City of Oakland municipal corporation. Services include drafting and reviewing contracts, legislation and other documents and possibly on occasion, providing litigation services in the defense of ordinances and other administrative actions. The City Attorney's Office provides counsel to the City Council, Council committees, Mayor, retirement and other City boards and commissions, various City-wide task forces and City agencies and departments. General Government & Finance attorneys handle matters including but not limited to, public works, public contracting, parks, taxes, municipal finance, grants and financial assistance, children's services, libraries, elections, conflicts of interest and open meeting, public records and constitutional issues. Incumbents perform a variety of professional legal duties involving civil municipal law issues. This is an unclassified position in which incumbents serve at the will of the City Attorney. Incumbents may receive general supervision from a Deputy City Attorney V, Special Counsel, 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.

These attorneys' typical duties may include, but are not limited to the following:

- Performing legal research, interpreting and applying laws and court decisions
- Preparing legal opinions, ordinances, resolutions, contracts, deeds, leases and other legal documents; revising such documents as necessary to meet legal standards
- Acting in an advisory capacity at meetings of City Council, City boards and commissions; advising City departments on legal matters
- Reviewing staff reports; writing City Council reports
- Providing legal advice to negotiators and reviewing and drafting contracts
- Developing expertise in a particular area of municipal law
- Overseeing outside counsel
- Exercising sound judgment and clearly explaining legal advice to attorneys and lay people and defending legal analyses
- Responding to questions posed by members of the public
- Serving as counsel to City Council committees, boards and commissions
- Attending evening and late night meetings

### **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:**

- Two years of increasingly responsible work experience comparable to a Deputy City Attorney II in the City of Oakland
- Three years of increasingly responsible work experience comparable to a Deputy City Attorney III in the City of Oakland
- Five years of increasingly responsible work experience comparable to a Deputy City Attorney IV 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
- Possess working knowledge of legal research methods
- 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 by

**January 26, 2012 by 5:00 pm to:**

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

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

[www.oaklandcityattorney.org](http://www.oaklandcityattorney.org)

**This is an at-will position, exempt from the City's Civil Service Rules**

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

## SUPPLEMENTAL QUESTIONNAIRE

City of Oakland  
Office of City Attorney  
Deputy City Attorney II, III or IV – General Government and Finance

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 experience in conducting legal research and writing legal opinions, writing legislation or regulation, communicating legal concepts to clients who are not attorneys, and communicating legal concepts to members of the public.
2. Describe your experience litigating cases at trial and appellate levels, including any jury trial experience and writs and appeals.
3. 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