



# CITY OF OAKLAND EMPLOYMENT OPPORTUNITY

## DEPUTY CITY ATTORNEY II, DEPUTY CITY ATTORNEY III OR DEPUTY CITY ATTORNEY IV Law & Motion

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

### THE POSITION

The Office of the City Attorney seeks two well-qualified individuals. Significant law and motion and appellate 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 represents the City in lawsuits filed against or on behalf of the City, its officers, employees and agencies. The lawsuits, which are litigated in the state and federal court systems, include but not limited to, inverse condemnation actions, complex civil rights actions, high-value personal injury actions, wrongful death actions, eminent domain actions, personnel disputes, and collection of monies for the City, employee disciplinary appeals before the Civil Service Board or hearing officers. 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.

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

- Performing legal research, interpreting and applying laws and court decisions
- Appearing in court to present, argue and try cases
- 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

## **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:**

- 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
- 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: Sophia Li**

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 Deputy City Attorney II, III or IV - Law & Motion**

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 1/2" 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 trial preparation, trial and appellate experience.
2. Describe the five most complex motions that you have drafted and argued. What were the outcomes of the motions?
3. List the judges, justices, or other judicial officer(s) before whom you have appeared.
4. Describe your appellate experience over the past five years.
5. 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.
6. Respond to the following hypothetical:

Betty works as a dispatcher for the Oakland Police Department's Communication division. Her job requires a great deal of concentration and attention to detail with no room for error. Linda is also a dispatcher who works with Betty. Linda was given an on-the-job test for a supervisor's position where she was required to complete assignment sheets and ensure other dispatchers were present for their shifts. However, Linda is classified at the same rank as Betty. Linda is a self-identified lesbian. Betty and Linda worked together for three months.

Betty complained to her supervisors that she is being treated disrespectfully by Linda and other co-workers. She complains about profanity, and general rudeness. Betty, who has blonde hair, claimed that Linda referred to her as "blondie." Once, when Betty was in the break room, Linda and a friend came in, and Linda said "There sure are some sensitive bitches up here." Betty assumed incorrectly that they were talking about her and took her complaint to her supervisor, who counseled Linda and her co-workers to refrain from using profanity.

Two days later, Linda notified Betty that she (Betty) had made a dispatch error. Betty became extremely upset. She went to her supervisor to complain, and told him that it was "a hostile work environment" and that she could no longer work there.

Betty was granted a medical leave for stress. One month later, she filed a claim with the Department of Fair Employment and Housing, claiming that she had been sexually and racially harassed, that Linda was sexually attracted to her and made repeated suggestive remarks which Betty found offensive, and that Linda did not stop when Betty asked her too, but instead became angry and insulting.

The Oakland Police Department conducted an internal investigation of Betty's allegations, and found them to be without foundation.

What, if any, are the bases for liability against 1) Linda 2) Betty's supervisors 3) the City of Oakland? What additional information would you need to know to make the best evaluation of this case?

### 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