EMPLOYMENT OPPORTUNITY

OAKLAND CITY ATTORNEY’S OFFICE

DEPUTY CITY ATTORNEY II or III
Advisory Division

Salary Range: Deputy City Attorney II: $107,932 to $132,531 annually, or Deputy City Attorney III: $119,000 to $146,115 annually (salary based upon experience)

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

Recruitment Opens: November 3, 2016
Deadline to Apply: Open Until Filled

Position

The City Attorney’s Office seeks a well-qualified individual with knowledge and expertise in municipal law. The position will work in practice areas including rent regulations and landlord/tenant law (such as evictions, renting and remedies), and other practice areas that may include, but not be limited to, affirmative litigation, constitutional issues (due process, equal protection, privileges & immunities, right to travel, residency requirements), providing advice on a wide range of issues such as public nuisance, conflicts, ethics, elections, code enforcement, housing law, real property, land use, contracting, drafting and researching legislation, regulations, policies, providing advice to boards and commissions on applicable laws and at hearings. Experience providing advice to Boards/Commissions and/or City Councils, ordinance and regulation drafting, administrative procedures (including administrative remedies and rule-making) and litigation (including writs, appeals and affirmative litigation) is desirable.

Incumbents may receive general supervision from a Deputy City Attorney V, Special Counsel, Chief Assistant City Attorney or the City Attorney. The City Attorney may assign the selected attorney to new, additional or different duties or practice areas in litigation, advice or transactional work.
Attorneys in this diverse and exciting Office frequently work collaboratively with other attorneys and other City Departments on a wide variety of issues.

**Agency Description**

The City Attorney’s Office provides legal advice and counsel to the City in areas including but not limited to land use, real estate, personnel, elections, conflicts of interest, municipal finance, retirement, housing, public contracting and economic development. Services include drafting and reviewing contracts, legislation and other documents and potentially providing litigation services in the defense of ordinances and other administrative actions and in specialized areas including probate and bankruptcy. The City Attorney’s Office provides counsel to the City Council, Mayor, City Administrator, and City boards and commissions, various City-wide task forces and City agencies and departments. Incumbents perform a variety of professional legal duties involving civil municipal law issues.

The City Attorney’s Office also advocates the City’s interests in claims and lawsuits litigated in state or federal court and including high-value personal injury cases, complex civil rights actions, breach of contract, personnel disputes, eminent domain actions, inverse condemnation and alleged Constitutional violations.

Services performed by this position also include drafting and reviewing contracts, legislation and other documents, and providing counsel to the City Council, City Council Committees, Mayor, City Boards and Commissions, including the Housing, Residential Rent and Relocation Board, Civil Service Board, Planning Commission, City agencies and departments and various citywide task forces.

**Job Description**

Duties may include but are not limited to:

- Providing legal advice to Rent Adjustment Program administrative staff and hearing officers.
- Providing legal advice to City boards and commissions such as the Rent and Relocation Board, and other boards and commissions.
- Preparing, reviewing and overseeing legal opinions, ordinances, regulations, resolutions, contracts and other legal documents.
- Drafting and reviewing Rent Board and other boards’ decisions.
- Providing expert advice and legal opinions on Rent Adjustment Ordinance and related ordinances and regulations to the City Administrator, Rent Adjustment Program Manager and other City executives, the City Council, City departments, and other boards and commissions.
- Preparing for and representing the City in judicial and administrative hearings including citation appeals, administrative writs, traditional writs, affirmative litigation and settlement conferences, trials, appeals and other similar actions.
- Working closely with City administrators, elected officials and agency and department executives to ensure compliance with laws and City policies.
- Reviewing staff reports and writing City Council reports.
In some cases, incumbent may assist in code enforcement, nuisance, vacant and foreclosed housing programs, tenant relocation and other substantive areas as needed.

- Exercising sound judgment and clearly explaining legal advice to attorneys and lay people, defending legal analyses.
- Attendance at some evening and late night meetings is required.
- Acting in an advisory capacity at meetings of the City Council, City Boards and Commissions and advising City departments on legal matters.
- Handling affirmative litigation.

**Minimum Qualifications**

For DCA II position: Two years of increasingly responsible work experience comparable to a Deputy City Attorney I position in the City of Oakland.

For DCA III position: Two years of increasingly responsible work experience comparable to a Deputy City Attorney II position in the City of Oakland.

Candidates ideally will have expert knowledge of and experience in rent regulation, rent and eviction law, federal and state court litigation, administrative agency procedures and municipal government law and procedures, such as open meetings and public records. While expertise in rent control and related matters is desirable, expertise and experience in general municipal law, knowledge of constitutional principles or other experience that demonstrates an ability to develop expertise in rent matters will qualify candidates for consideration.

Candidates must have excellent writing and oral argument skills.

**Education**

The candidate 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.
Ability to:

- Interpret and apply various government codes and ordinances.
- Conduct research on legal problems and prepare sound legal opinions.
- Analyze and prepare a wide variety of legal documents.
- Present cases in court and administrative proceedings.
- Handle stressful and sensitive situations with tact and diplomacy.
- Provide professional leadership, guidance and technical expertise to assigned staff.
- Work independently or as part of a team.
- Form or work with a multidiscipline team.
- Manage multiple demanding programs, cases and projects with competing deadlines.
- Communicate effectively in both oral and written form with City officials, representatives of outside agencies and the public, and in litigation.
- Complete varied assignments within a narrow time frame.
- Establish and maintain effective working 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.

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.
- Professional development allowance.
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: Jamie Smith

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 II or III

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. Describe your most complex litigation or administrative action experience in the area of landlord/tenant or rent regulation or other area of law, including any trial preparation and trial experience, and the outcome of the case(s).

2. Describe your most complex project or advisory matter in the area of landlord/tenant or rent regulation, or other area of law, including any cutting edge legal issues, interpretation of case law and the issues and resolution. In particular, note any experience in drafting legislation.

3. Fully describe your professional history in landlord/tenant law or rent regulation.

4. Please describe your interest in this area of law and in this particular position.

5. Attach at least two writing samples that you prepared.

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

__________________________________________  ____________________________
Signature                                      Date