



**CITY OF OAKLAND  
EMPLOYMENT OPPORTUNITY**

**DEPUTY CITY ATTORNEY II OR III  
GENERAL PUBLIC SAFETY,  
RENT & CODE ENFORCEMENT**

**Salary Range:**

**Deputy City Attorney II:** \$130,179.24 to \$159,848.40, annually

**Deputy City Attorney III:** \$143,528.28 to \$176,232.22, annually

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

**Recruitment Begins:** January 18, 2022

**Deadline to Apply:** Open until filled

## **THE 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 code enforcement, public nuisance, administrative hearings, rent regulation, and other practice areas that may include, but not be limited to, affirmative litigation, constitutional issues (due process, equal protection, privileges & immunities) and providing advice on a wide range of issues such as conflicts, ethics, contracting, drafting and researching legislation, regulations and policies. 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 rent program, land use, nuisance, 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.

## **Job Description**

Duties may include but are not limited to:

- Providing expert advice and legal opinions on a broad range of public safety issues including but not limited to blight enforcement, nuisance abatement, building code enforcement, rent regulation, and homeless encampment management.
- Representing the City at administrative hearings including code enforcement administrative appeals, nuisance citation appeal hearings tobacco retailer license revocation hearings, and other license revocation hearings,
- Providing legal advice to various City Departments including but not limited to Planning and Building, and Housing and Community Development.
- Preparing legal opinions, ordinances, regulations, resolutions, contracts and other legal documents.
- Providing expert advice and legal opinions on Building Maintenance Codes, Rent and Eviction Ordinances, Blight, Graffiti, Public Nuisance, and Illegal Dumping Ordinances, and other ordinances and regulations to the City Administrator, 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, warrant proceedings, and other matters as needed. 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.
- Handling matters involving 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 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 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:**

- For DCA II position: Two years of increasingly responsible work experience comparable to a Deputy City Attorney II position in the City of Oakland.
- For DCA III position: Two years of increasingly responsible work experience comparable to a Deputy City Attorney III position in the City of Oakland.
- The ideal candidate will have expert knowledge of and experience in, code enforcement and public nuisance enforcement, rent regulation 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 code enforcement 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 code enforcement matters will qualify candidates for consideration.
- Candidates must have excellent writing and oral argument skills.

### **Education:**

- Law school 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 may 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 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.

**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.

**HOW TO APPLY**

Submit a cover letter and resume by email to:

[jobs@oaklandcityattorney.org](mailto:jobs@oaklandcityattorney.org)

Candidates selected to proceed in the hiring process may be asked to submit additional information (e.g. a writing sample, references, answer to supplemental questions, the formal City of Oakland employment application).

This job announcement and additional employment information including the City of Oakland employment application form is available on line at: [www.oaklandcityattorney.org](http://www.oaklandcityattorney.org)

**Final Filing Date: Open Until Filled**

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

## SUPPLEMENTAL QUESTIONNAIRE

**City of Oakland  
Office of City Attorney  
Deputy City Attorney II or III  
GENERAL PUBLIC SAFETY,  
RENT & CODE ENFORCEMENT**

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 code enforcement, nuisance abatement, 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 code enforcement, nuisance abatement, 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. Describe your experience in landlord/tenant law or rent regulation, including experience with litigation and/or administrative actions.
4. Describe your experience in code enforcement and public nuisance enforcement, including experience with litigation and/or administrative actions.
5. Please describe your interest in these areas of law and in this particular position.
6. 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