



CITY OF SACRAMENTO
 Department of Human Resources
 915 I Street, Historic City Hall
 Sacramento, CA 95814-2604

<http://portal.cityofsacramento.org/HR>

**INVITES APPLICATIONS FOR THE POSITION OF:
 Senior Deputy City Attorney (Litigation SDCA - Employment Law)**

An Equal Opportunity Employer

SALARY

\$72.61 - \$95.27 Hourly \$5,809.00 - \$7,621.91 Biweekly

ISSUE DATE: 01/04/23

FINAL FILING DATE: 01/25/23

THE POSITION

The City of Sacramento requires all newly appointed employees to be fully vaccinated against COVID-19 as a condition of employment. Candidates seeking an accommodation from this requirement will be considered on a case-by-case basis.

With supervisor approval, incumbents may be eligible for intermittent remote work; however, they must physically reside within the State of California with the ability to report to Sacramento-based physical worksites daily if required

IDEAL CANDIDATE

The City Attorney's Office is recruiting for a Senior Deputy City Attorney for our Litigation Division. The ideal candidate is an experienced litigator with at least five years' experience who is capable of independently handling a robust employment litigation caseload, so experience in that area is strongly preferred. Effective and persuasive written and oral advocacy skills, solid legal writing background and legal research skills. Ability to work collaboratively for some projects and independently for others. Must be comfortable and competent to handle civil litigation from inception to conclusion, including any potential appeal and post-trial motions. The position is project based with no billable hour requirement.

Under general direction, the Senior Deputy City Attorney provides professional legal services for the City of Sacramento and its boards, commissions, offices, and departments.

DISTINGUISHING CHARACTERISTICS

This classification is populated with multiple incumbents assigned to a City Attorney's office: Special Projects, Litigation, and Advisory. Senior Deputy City Attorney is the advanced journey-level in the City Attorney's office. Incumbents are expected to use professional judgment and skill in performing work, the acceptability of which is subject to review by professional superiors through inspection of casework, records, and documents, and through periodic conferences. The Senior Deputy City Attorney is distinguished from the Deputy City Attorney II in that the former may specialize in certain areas of the law as it applies to the City.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a Supervising Deputy City Attorney. The Senior Deputy City Attorney may oversee and lead the work of other attorneys, paralegal and office support staff. The Senior Deputy City Attorney does not supervise.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs complex legal research and prepares opinions on various legal problems for the City Council, City of Sacramento, and its boards, commissions, offices, and departments; represents the City Attorney at various board and commission meetings as assigned.
- Prepares and drafts ordinances, resolutions, contracts, deeds, leases, and other legal documents; reviews documents and offers advice as to the legal acceptability of such documents; confers and assists City departments in establishing policies by developing and applying legal points and procedures, recommends changes in policies and procedures in order to meet legal requirements.
- Investigates claims and complaints by or against the City; recommends action to be taken; prepares cases for hearings; represents the City in such hearings.
- Prepares cases for trial; may serve as trial lawyer for the City before County, State, and Federal courts at all levels.
- Initiates code enforcement proceedings in Court and prepares the required pleadings; prepares cases for condemnation proceedings.
- Initiates and defends cases involving the City, prepares the required pleadings; may serve as a trial lawyer for the City before County, State and Federal courts at all levels.
- Performs other or related work as assigned.

QUALIFICATIONS

Knowledge of:

- Municipal, state, and constitutional laws affecting city government.
- Methods of legal research.
- Court and administrative agency procedures, methods and practices of pleading and rules of evidence.

Skill in:

- Use of desktop computer including basic applications and related computer-based research.

Ability to:

- Research legal issues and prepare sound opinions.
- Draft and present persuasive arguments.
- Read and comprehend legal documents quickly and efficiently.
- Use sound judgment in providing legal advice.
- Establish and maintain cooperative relationships.
- Work well under the pressure of a heavy caseload and short deadlines.
- Recognize and handle issues of political sensitivity.
- Direct support staff that are not direct reports
- Communicate effectively, verbally and in writing.

EXPERIENCE AND EDUCATION

Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of professional legal experience comparable to a Deputy City Attorney with the City of Sacramento.

Education:

Graduation from an accredited school of law.

PROOF OF EDUCATION

Should education be used to qualify for this position, then proof of education such as, but not limited to, university/college transcripts and degrees should be submitted with your application and **will be required at the time of appointment**. Unofficial documents and/or copies are acceptable.

An applicant with a college degree obtained outside the United States must have education records evaluated by a credentials evaluation service. **Evaluation of education records will be due at time of appointment.**

SPECIAL QUALIFICATIONS

Current membership in good standing the California State Bar Association.

Driver License:

Possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

THE SELECTION PROCEDURE

Please note, the City of Sacramento's preferred method of communication with applicants is via e-mail. As such, please ensure you verify the e-mail address on your application, and check your e-mail frequently, including your spam and junk folders. All e-mail notifications can also be accessed through the governmentjobs.com applicant inbox.

1. Application:(Pass/Fail) – All applicants must complete and submit **online** a City of Sacramento employment application by the final filing deadline;

- Employment applications must be submitted online; paper applications will not be accepted.
- Employment applications will be considered incomplete and will be disqualified:
 - If applicants do not list current and past job-related experience in the duties area of the "Work Experience" section. **Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).**
 - If "see resume" is noted in the "Work Experience" section; a resume will not substitute for the information required in the "Work Experience" section.
- Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position.
- Proof of education such as, but not limited to, university/college transcripts and degrees should be submitted online with your application. Proof of education **will be required at time of appointment**.
- Proof of certification and/or license should be submitted online with your application. Proof of certification and/or license **will be required at time of appointment**.

2. Supplemental Questionnaire: (Pass/Fail) – In addition to the City of Sacramento employment application, all applicants must complete and submit online responses to the supplemental questionnaire to the City of Sacramento Employment Office by the final filing deadline;

- Responses to the supplemental questionnaire must be submitted online; paper questionnaire will not be accepted.
- Incomplete supplemental questionnaire will not pass the review process; omitted information cannot be considered or assumed.
- A resume will not substitute for the information required in the supplemental questionnaire.
- Possession of the minimum qualifications is not necessarily a guarantee for further advancement in the selection process.

3. Screening Committee: (Pass/Fail) - All applications received by the final filing deadline will be forwarded to the hiring department for review. The hiring department will select the most competitive applications for further consideration. Human Resources will only evaluate employment applications for the minimum qualifications, as stated on the job announcement, for applications selected by the hiring department.

4. Interview Process: Human Resources will forward applications to the hiring department. Those determined to be the most qualified candidates will be invited to participate in an interview process.

5. Conditional Hire: Upon receipt of a conditional offer, the selected candidate must complete and pass LiveScan/fingerprinting and provide proof of receiving a complete COVID-19 vaccination. If applicable, candidates may also need to pass a pre-employment medical exam, controlled substance and/or alcohol test, and possess any required licensure or certification prior to receiving a start date from the Department. Failure to meet these prerequisites will be grounds for withdrawal of your conditional offer of employment.

QUESTIONS:

For questions concerning this job announcement and the application process:

- Please visit <https://www.governmentjobs.com/Home/ApplicationGuide> for a comprehensive, step-by-step guide to the application process.
- For technical support between 6 AM - 5 PM PT, contact Live Application Support at 855-524-5627.
- Visit the City of Sacramento Human Resources Department website at <http://www.cityofsacramento.org/HR/Career-Opportunities>;
- Send an email to employment@cityofsacramento.org; or
- Call the Human Resources Department at (916) 808-5726

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://portal.cityofsacramento.org/HR>

OR

915 I Street, Historic City Hall
Sacramento, CA 95814-2604

EXAM #001815-23-CAO
SENIOR DEPUTY CITY ATTORNEY (LITIGATION SDCA -
EMPLOYMENT LAW)
JW

Senior Deputy City Attorney (Litigation SDCA - Employment Law) Supplemental Questionnaire

- * 1. **APPLICATION:** I understand my application must meet the minimum qualifications for consideration of employment with the City of Sacramento. The experience I list in the duties area of the "Work Experience" section of the employment application will be used to determine if I meet the minimum qualifications as stated on the job announcement. A resume, responses to the supplemental questions requiring a narrative response, employment history listed elsewhere in the application or attachments will not substitute for the information required in the "Work Experience" section of the employment application. **Position/job titles will not be considered in determining eligibility for meeting the minimum qualifications for this position. Note: Qualifying experience is based on full-time experience (40 hours per week). Qualifying experience is calculated to the full-time equivalent (pro-rated if less than 40 hours/week).** Please refer to the City of Sacramento's Applicant Resources Page for Screening Instructions: <http://www.cityofsacramento.org/HR/Divisions/Talent-Acquisition-and-Workforce-Development/Applicant-Resources>

Yes

- * 2. **PROOF OF EDUCATION:** To qualify for this classification you may use any combination of education and/or experience as listed to provide required knowledge and abilities. I understand proof of education such as, but not limited to, university/college transcripts and degrees should be submitted with my application and **will be required at the time of appointment** if I am using education to qualify for this position. Please refer to the City of

Sacramento's Proof of Education Requirements

(<https://www.cityofsacramento.org/HR/Divisions/Talent-Acquisition-and-Workforce-Development/Applicant-Resources>) for information on accepted documentation.]

Yes

* 3. **EDUCATION CONFIRMATION:** If I am using education to qualify for this position, I attest I possess or will possess the following level of education by time of appointment if I am selected for this position.

No units from an accredited college or university

Less than 30 semester or 45 quarter units from an accredited college or university

30 semester or 45 quarter units from an accredited college or university

60 semester or 90 quarter units from an accredited college or university

Associates Degree

90 semester or 135 quarter units from an accredited college or university

Bachelors Degree

Masters Degree

Doctorate

* Required Question