



OFFICE OF THE LOS ANGELES CITY ATTORNEY

POSITION ANNOUNCEMENT

DEPUTY CITY ATTORNEY PUBLIC SAFETY GENERAL COUNSEL SECTION MUNICIPAL LAW BRANCH Salary Range DCA II/III: \$115,696 - \$221,390

About Us

The Los Angeles City Attorney's office is one of the nation's largest municipal law offices. With over 1,000 legal professionals, including 500 attorneys, the Office provides the City with the highest caliber of legal services, ranging from prosecuting criminal misdemeanors and playing a leading role in criminal justice reform, advising on homelessness initiatives, defending civil lawsuits and claims, and bringing civil enforcement actions in the name of the People of the State of California.

Guided by an overarching commitment to integrity, accountability and transparency, we find great meaning in the work we do and the services we provide.

The Public Safety General Counsel Division (PGEN) serves as general counsel to the Police Department (LAPD), Fire Department (LAFD) and the Emergency Management Department. It is comprised of the Police Discovery Section, Police Administrative Law Section and Public Safety General Counsel Section. Attorneys in this Division work closely with LAPD management on cutting-edge legal issues involving constitutional law, criminal law and procedure, civil liability, municipal law, administrative law and employment law.

Duties and Responsibilities

Duties may include providing assistance and advice on Police, Fire, and Emergency Management operations and policy issues; drafting City ordinances; staffing and advising the Board of Police Commissioners, Board of Fire Commissioners, City Council Committees and the City Emergency Operations Board, including providing advice on legal issues under consideration by those commissions/committees. Additional duties may include advising on the open meeting requirements of the Brown Act and the disclosure requirements of the California Public Records Act; handling Writ proceedings in the Superior Court; analyzing court opinions; preparing legal updates, reports, legal opinions and other written advice; drafting oppositions to *Pitches* motions and subpoenas, and handling appearances in criminal courts.

Requirements

- A minimum of five years of experience in the practice of law in California;
- Demonstrated strong research and writing skills in complex areas of law;
- Strong oral communication and advocacy skills;
- Strong analytical and reasoning skills;

- Ability to deal effectively with public officials, police and fire personnel, City departments and the public;
- Demonstrated ability to handle a busy and varied workload;
- Demonstrated ability to exercise sound judgment; and
- A strong work ethic.

Desired Qualifications

- Civil litigation experience in California Superior Courts;
- Experience in drafting legal advice and ordinances;
- Experience in one or more of the following areas: criminal law; labor law; writ practice; the Ralph M. Brown Act; and/or the California Public Records Act.

Writing Sample

Applicants are required to submit two writing samples that they have personally authored within the last two years.

Benefits Offered

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| <ul style="list-style-type: none"> • Medical, Dental, Vision • Life Insurance • Disability Insurance • Tax-Advantage Spending Accounts • Retirement Plan (LACERS) • Deferred Compensation Plan (457(b)) • Employee and Family Assistance Program | <ul style="list-style-type: none"> • Paid Time Off <ul style="list-style-type: none"> ○ 13 Yearly Holidays ○ Vacation ○ Personal Leave ○ Floating Holidays ○ Sick Leave ○ Bereavement Leave |
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Telework

This position may qualify for up to 3 days of telework per week.

Current Location:

City Hall East, 200 N. Main Street, Los Angeles. Position is subject to assignment at any location within the County of Los Angeles.

COVID-19 Vaccine Requirement:

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID -19 vaccination requirements as conditions of employment may be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf

Probation:

Appointment to this exempt position (non Civil-Service) will be subject to a two (2) year probationary period as required by Section 1050 of the City Charter. Successful completion of the two (2) year probationary period will result in tenure with the office.

Application and Deadline

Interested applicants should submit a cover letter, writing sample and resume in **one (1) merged PDF file** specifying **DEPUTY CITY ATTORNEY – PUBLIC SAFETY GENERAL COUNSEL - #3317** in the subject line to Atty.Recruit@lacity.org.

If you applied within the last 6 months for this position and are still interested, you need not resubmit an application.

Selected candidates will be invited to interview. Interviews are ongoing until the position is filled.

Conflict of Interest

This position is designated as Category 1 on the Conflict of Interest Code.

Contact

Questions? Please email atty.recruit@lacity.org.

AS A COVERED ENTITY UNDER TITLE II OF THE AMERICANS WITH DISABILITIES ACT, THE CITY OF LOS ANGELES DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY AND, UPON REQUEST, WILL PROVIDE REASONABLE ACCOMMODATION TO ENSURE EQUAL ACCESS TO ITS PROGRAMS, SERVICES AND ACTIVITIES. TO REQUEST A REASONABLE ACCOMMODATION, PLEASE CALL (213) 978-7160.