



CITY OF BERKELEY
invites applications for the position of:

Deputy City Attorney III

SALARY: \$70.58 - \$84.66 Hourly
\$12,234.20 - \$14,673.85 Monthly
\$146,810.35 - \$176,086.14 Annually

OPENING DATE: 07/16/18

CLOSING DATE: 08/06/18 05:00 PM

THE POSITION:

The City of Berkeley has an exciting opportunity for a highly motivated, well-qualified legal professional with a strong commitment to public service and significant land use experience to join our legal team as Deputy City Attorney III. Under general supervision, the Deputy City Attorney III provides comprehensive legal services for a City department, board, or commission in a distinct area of law. This assignment requires the use of comprehensive and highly specialized and complex legal procedures and involves the drafting of administrative rules and regulations, preparing opinions on questions of law and procedure, drafting administrative documents and contracts, and representing the City in administrative hearings, and before state and federal courts.

The Deputy City Attorney III exercises considerable discretionary judgment in determining the legal, administrative and management strategies in the specialized program area, and may be required to attend night meetings of boards, commissions or the City Council

The ideal candidate will have substantial California land use experience, either developed in-house (city, county, other governmental organization, or for a private company) or in a law firm with strong municipal land use expertise and have knowledge and significant experience, including the ability quickly and effectively to perform at an advanced level, in CEQA/NEPA, the California Planning and Zoning Law, Affordable Housing, and code enforcement. Expertise in handling land use writs in both trial and appellate courts and suits seeking declaratory and injunctive relief, as well as appearing before Planning Commission is expected. Strong working knowledge of municipal law basics, such as the Brown Act, the Political Reform Act and the Public Records Act is desirable.

Typical duties of the Deputy City Attorney III include:

- confers and advises certain City departments concerning their respective duties, powers, functions and obligations
- researches legal problems and prepares opinions, ordinances, resolutions, contracts, leases, permits and other legal documents
- represents the City in court cases encompassing a wide variety of subject matters, including all phases of pretrial, trial and appellate work
- represents the City in administrative hearings before City boards and commissions, and state and federal agencies
- assists other attorneys in all phases of legal work on more complex litigation
- attends meetings of the City Council, boards, and commissions as requested by the City Attorney

REQUIRED QUALIFICATIONS:

Education

Equivalent to graduation from a college or university with an appropriate law degree

AND

Experience

Four (4) years of experience as an attorney engaged in the practice of civil law, preferably in a municipal setting.

OTHER REQUIREMENTS: Specified positions may require possession of a valid California driver's license and have a satisfactory driving record. Must be a current member of the California State Bar Association.

Must be willing to attend evening meetings.

KNOWLEDGE AND ABILITIES:

Knowledge of: civil and administrative procedure; pleading and practices and effective techniques in the presentation of court cases; judicial procedures and rules of evidence; principles, methods and techniques of legal research and investigation; responsibilities and obligations of public officials and administrative agencies; and municipal government organization, structure and functional responsibilities.

Ability to: define issues, perform legal research, analyze problems, evaluate alternatives and make sound recommendations; present statements of fact, law and argument clearly and logically; exercise sound, independent judgment within general policy guidelines and legal parameters; interpret state and federal laws and constitutional provisions affecting municipal operations; establish and maintain effective working relationships with those contacted in the course of the work; and represent the City effectively in hearings, courts of law and meetings with others; prepare clear, concise and competent resolutions, ordinances, contracts, leases, permits, reports, correspondence and other written materials.

APPLICATION PROCESS:

Applicants must submit the following:

1. CITY OF BERKELEY EMPLOYMENT APPLICATION
2. RESPONSES TO THE SUPPLEMENTAL QUESTIONNAIRE
3. RESUME

This recruitment is open until the positions are filled. Faxes and incomplete applications will not be accepted. **Resumes are not a substitute for a completed application.**

The examination process will consist of:

1. Review of applications for minimum qualifications for the position.

Applicants passing all examination phases will have their names referred to the hiring department(s) will use to conduct final selection interviews. Hiring Department(s) will contact applicants directly if selected to participate in their hiring/selection process.

Candidates under final consideration for employment with the City should expect to undergo an employment background / reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan fingerprinting.

DISCLAIMER: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. Components may include, but are not necessarily limited to, typing, math, reading, writing and analytical skills; problem solving ability; computer and software proficiency, or any other job-related knowledge, skill, ability or qualification. The City may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

All City employees are required to provide services as Disaster Service Workers in the event of an emergency/disaster.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Berkeley will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Human Resources Department | 1-510-981-6800 | hr@cityofberkeley.info | 2180 Milvia 1st Floor, Berkeley, CA 94704. Requests can be made via email, phone, or in writing via U.S. mail.

Alternative Application Formats: This application material is available in alternative formats upon request. Alternative formats include audio-format, braille, large print, electronic text, etc. Please contact the ADA Coordinator, 2180 Milvia Street, Berkeley | Phone: 1-(510)-981-6300 | TTY: 1-(510)-981-6347 | ADA@cityofberkeley.info and allow 7-10 days for production of the material in an alternative format.

The City of Berkeley is an EEO/ADA Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofberkeley.info/hr/>

Position #2018-07-23110
DEPUTY CITY ATTORNEY III
CL

2180 Milvia Street (1st floor)
Human Resources Department
Berkeley, CA 94704
(510) 981-6800
(510) 981-6806

hr@CityofBerkeley.info

Deputy City Attorney III Supplemental Questionnaire

- * 1. Do you currently possess a Juris Doctorate degree from an accredited law school?
 Yes No

- * 2. Do you have current active membership in the California State Bar Association?
 Yes No

- * 3. If you answered yes to the question above, please provide your California Bar membership number below. If you do not possess current CA Bar membership, respond N/A

- * 4. How many years of work experience do you have as an attorney engaged in the practice of civil law.
 Less than one year
 One year, but less than two
 Two years, but less than three
 Three years, but less than four
 Four or more years

- * 5. Fully describe your experience in land use advisory practice, Include in your answer the types of clients, the nature and scope of issues as well as your role advising clients, including any relevant public agency experience.

- * 6. 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

- * 7. Describe your experience in litigating in the area of land use and environmental law as well as code enforcement and nuisance abatement. Describe any relevant public agency experience as well as your interest in type of practice

- * Required Question