POSITION ANNOUNCEMENT

DEPUTY CITY ATTORNEYS

CRIMINAL BRANCH OPERATIONS

CRIMINAL AND SPECIAL LITIGATION BRANCH

SALARY RANGE: $87,821 - $157,831

POSITION: The Criminal Branch Operations of the Criminal and Special Litigation Branch has immediate openings for attorneys.

SECTION: Criminal Branch Operations attorneys prosecute misdemeanor criminal cases from branch offices located throughout Los Angeles. The City Attorney's Office works closely with local law enforcement agencies, including the Los Angeles Police Department, Los Angeles Sheriff's Department, California Highway Patrol and numerous city, county, state, and federal regulatory agencies to prosecute crimes occurring in the City of Los Angeles.

The Criminal Branch Operations offices are:

- Central Branch
  200 N. Main Street, 5th Floor, Los Angeles 90012
- Metropolitan Branch
  1945 S. Hill Street, Room 501, Los Angeles 90007
- Pacific Branch
  11701 S. La Cienega Blvd., Room 430, Los Angeles 90045
- North Valley Branch
  6262 Van Nuys Blvd., Suite 450, Van Nuys 91401
- Van Nuys Branch
  6262 Van Nuys Blvd., Suite 160, Van Nuys 91401
- Harbor Branch
  100 Oceangate, Suite 510, Long Beach 90802

DUTIES AND RESPONSIBILITIES: The essential job functions of the attorneys assigned to the Criminal Branch Operations include reviewing cases presented by a variety of law enforcement agencies for filing determination; making filing decisions; initiating criminal
complaints; assessing the value of cases for purposes of possible charge reductions, pleas and sentences; appearing in arraignment court; negotiating case dispositions; engaging in case preparation, including visiting the crime scene when appropriate; retrieval and review of digital evidence such as body worn video, digital in car video and social media posts; handling discovery, law and motion matters and making related court appearances; staffing and appearing in master calendar courts, direct set trial courts and post-conviction courts; conducting jury and court trials, including interviewing and preparing witnesses for trial, preparing and arguing pre-trial motions, delivering opening statements and closing arguments, examining and cross-examining witnesses, making appropriate evidentiary objections; handling all post-deliberation motions and appropriate sentence recommendation post conviction; and, all other duties and responsibilities associated with the prosecution of misdemeanor offenses handled by the Office of the City Attorney.

QUALIFICATIONS: Required qualifications:

Licensed to practice law in all courts in the State of California.

The following qualifications are highly desirable:

1. Trial experience demonstrating strong trial skills, including an understanding of evidentiary issues, trial preparation and trial strategy, and a broad knowledge of criminal law and procedure.
2. Experience prosecuting misdemeanors.
3. Experience with filing procedures and handling arraignment, master calendar, trial and post-conviction courts.
4. Excellent oral communication skills and the ability to effectively engage in oral advocacy.
5. Demonstrated ability to successfully interact with a wide variety of members of the public, law enforcement, and the court system with tact, sensitivity and good judgment.
6. Strong research and writing skills.
8. Ability to assist in the preparation of reports, memoranda and legal research.

WRITING SAMPLE: Candidates are required to submit two writing samples that they personally have authored in the last two years.

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: Attorneys interested in applying should submit their resume, writing sample, and cover letter specifying DCA – CRIMINAL BRANCH PROSECUTOR in ONE (1) pdf file via email to atty.recruit@lacity.org.

Hiring is ongoing as positions become available.

Selected applicants will be invited to interview.
CONFLICT OF INTEREST: This position is designated Category 3 on Schedule B of the Los Angeles City Attorney’s Office Conflict of Interest Code.

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.