POSITION: The Office of the Los Angeles City Attorney is seeking an experienced attorney in the Public Safety General Counsel Division.

DIVISION: The Public Safety General Counsel Division 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 (PALS) and Public Safety General Counsel Section.

DUTIES AND RESPONSIBILITIES: 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 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 Pitchess motions and subpoenas, and handling appearances in criminal courts.
QUALIFICATIONS: Applicants for this position must have a license to practice law in all of the courts in the State of California. Additional requirements include:

- A minimum of three years of civil litigation practice in California Superior Courts;
- 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.

Highly desirable qualifications:

- Experience in drafting legal advice and ordinances;
- Experience in one or more of the following areas: criminal 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.

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

APPLICATION AND DEADLINE: Interested attorneys should submit a cover letter, resume and writing samples in one PDF File indicating in the subject line, “DCA – Public Safety General Counsel Division,” via email to Atty.Recruit@lacity.org.

Selected applicants will be invited to interview.

Interviews ongoing until the position is filled.

CONFLICT OF INTEREST: This position is designated as Category 3 on Schedule B of the Conflict of Interest Code.