POSITION ANNOUNCEMENT

DEPUTY CITY ATTORNEY

CANNABIS ADVICE, LAW & LITIGATION SECTION (CALLS)

MUNICIPAL LAW BRANCH

SALARY RANGE: $107,991 - $206,524

POSITION: Attorney in the Cannabis Advice, Law and Litigation Section of the Municipal Law Branch.

DUTIES AND RESPONSIBILITIES: The attorneys in the Cannabis Advice, Law and Litigation Section serve as counsel to the Department of Cannabis Regulation (DCR) and the Cannabis Regulation Commission, which are involved in the licensing and regulation of commercial cannabis activity in the City of Los Angeles, including retail sales, cultivation, and manufacture of cannabis and cannabis products for medicinal and adult use. The attorneys in this section also interface with other City departments such as the Los Angeles Police Department, the Los Angeles Fire Department, the Department of Building & Safety and the Planning Department, as well as counsel for those departments. The attorneys’ duties include providing advice and support on a range of matters related to cannabis licensing and regulation, drafting ordinances and regulations, assisting DCR in developing public-facing information and resources, representing DCR in administrative hearings before hearing officers and the Cannabis Regulation Commission, and handling related civil litigation, including writ proceedings, in state and federal court. The attorneys also assist in handling subpoenas and public records requests and staffing the Cannabis Regulation Commission during public meetings governed by the Brown Act.

REQUIRED 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:

• Minimum three years of experience providing legal advice to public agencies and/or regulatory agencies, and public officials;
• Minimum three years of civil litigation experience, in federal and state court;
• Demonstrated ability to problem solve;
• Demonstrated ability to deal with public officials, agency personnel and members of the public;
• Demonstrated strong research and writing skills in complex areas of the law;
• Ability to work efficiently and make decisions practically and independently;
• Strong oral communication skills; and,
• Licensed to practice in all state courts and the United States District Court for the Central District.

The following qualifications are desirable:

• Experience practicing in the cannabis arena;
• Knowledge of local and state cannabis law;
• Knowledge of the City Charter, Brown Act, Public Records Act and conflict of interest laws;
• Experience with the California Environmental Quality Act (CEQA); and,
• Experience in drafting local ordinances.

**WRITING SAMPLE:** Candidates are required to submit a recent writing sample which they personally authored, which may be a recent brief, report, or legal research memo.

**PROBATION:** Appointment to these exempt positions (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:** Attorneys interested in applying should submit a resume, writing sample, and cover letter specifying “DCA – CALLS” in ONE (1) pdf file via email only to atty.recruit@lacity.org.

Selected applicants may be invited to interview.

**CONFLICT OF INTEREST:** This position is designated Category 2, on the Conflict of Interest Code.

**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.**