MICHAEL N. FEUER
CITY ATTORNEY

POSITION ANNOUNCEMENT

DEPUTY CITY ATTORNEY

GENERAL COUNSEL DIVISION

MUNICIPAL LAW BRANCH

POSITION: Deputy City Attorney in the General Counsel Division of the Municipal Law Branch.

SECTION: The General Counsel Division serves as legal counsel to many of the City’s departments and offices, and advises City elected officials, commissioners, officers, and employees. Division attorneys serve as counsel to the City Council and its Committees, and to the majority of the City’s commissions and boards.

DUTIES AND RESPONSIBILITIES: In serving as general counsel for the City departments and offices, the attorneys in the Division provide oral and written advice on a myriad of issues, such as statutory and Constitutional interpretation and application (e.g., Ralph M. Brown Act, conflict of interest laws, election laws, the Public Records Act, First Amendment issues, Fourth and Fourteenth Amendment issues), and liability assessment and risk management. The attorneys also review, edit, draft and negotiate contracts and other transactional documents, frequently involving highly complex transactions, as well as advise on all aspects of competitive procurement in advance of contract award. Further, the Division is responsible for the development and drafting of a majority of the ordinances prepared by the Office and is often required to prepare advisory opinions or legal memoranda on issues of significance to City policymakers. Additionally, the General Counsel Division handle or assist on specialized litigation and administrative proceedings relating to City departments and City ordinances, open government laws, and the federal government’s immigration policies.

QUALIFICATIONS: Applicants for this position must be licensed to practice law in all courts in the State of California and the United States District Court for the Central District of California. Additional requirements include:

• Strong communication skills;
• Strong research and writing skills in complex areas of law;
• Demonstrated abilities to exercise sound judgment; and
- Ability to work effectively with governmental agencies, public officials, departmental personnel, and members of the public.

The following qualifications are highly desirable:
- Experience in public contracting;
- Experience advising legislative bodies, including knowledge of the Brown Act, California Public Records Act, conflict of interest laws;
- Experience in drafting local ordinances and knowledge of the City Charter; and
- Civil litigation experience (minimum of two years preferred) and experience in quasi-judicial hearings by public bodies.

**WRITING SAMPLE:** Candidates are required to submit a writing sample personally composed by the applicant in the last two (2) years.

**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 AND DEADLINE:** Attorneys interested in applying should submit their resume, writing sample and cover letter indicating “DEPUTY CITY ATTORNEY GENERAL COUNSEL (YOUR CALIFORNIA BAR NUMBER)” in the subject line, in one (1) pdf file via email only to atty.recruit@lacity.org

Resumes will be accepted until the position is filled.

Selected applicants will be invited to interview.

**CONFLICT OF INTEREST:** This position is designated Category 2 on Schedule B of the Los Angeles City Attorney 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.**