



# OFFICE OF THE LOS ANGELES CITY ATTORNEY

## POSITION ANNOUNCEMENT

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### DEPUTY CITY ATTORNEY

CIVIL LIABILITY APPEALS DIVISION

CIVIL LITIGATION BRANCH

Salary Range

DCA II: \$115,696 - \$169,148

DCA III: \$151,442 - \$221,390

### About Us

The Los Angeles City Attorney's office is one of the nation's largest municipal law offices. With over 1000 legal professionals, including 500 attorneys, the Office provides the City with the highest caliber of legal services, ranging from prosecuting criminal misdemeanors and playing a leading role in criminal justice reform, advising on homelessness initiatives, defending civil lawsuits and claims, and bringing civil enforcement actions in the name of the People of the State of California.

Guided by an overarching commitment to integrity, accountability and transparency, we find great meaning in the work we do and the services we provide.

The Division handles appeals and writs arising out of civil litigation in a variety of areas. While this could include any case in which the City or its employees are sued, typical cases include the dangerous condition of public property, state and federal civil rights laws, including claims of false arrest and excessive force, employment law, municipal law, constitutional law, City contracts, public health law, land use, real property, and housing law, and the California Public Records Act. The Division represents the City and occasionally the People of the State of California in affirmative litigation and as amicus curiae in appeals that touch on areas of law with potential impact on the City and on issues of state-wide and nation-wide importance. The Division occasionally advises the City Council on legal issues. The attorneys in this Division practice primarily in the California Court of Appeal for the Second District and the Ninth Circuit, and occasionally the United States and California Supreme Courts. The attorneys in the Division also advise and assist the City's trial attorneys in significant pre and post-trial motions.

### Duties and Responsibilities

The selected attorney will be responsible for:

1. Handling writs and appeals on behalf of the City and its individual employees in federal and state appellate courts, including drafting all briefs and appearing at oral argument;
2. Drafting dispositive pre and post-trial motions in some civil litigation matters and providing procedural and substantive research and advice to trial attorneys;
3. Preparing regular written reports and updates on the status of pending matters to the Executive Office;

4. Attending mediations and settlement conferences;
5. Attending City Council hearings related to appeals handled by the Division and,
6. Participating in the Office's risk management efforts.

## **Requirements**

Applicants for this position must have a license to practice law in all of the courts in the State of California. Additional requirements include:

1. Five or more years of practice, with primary focus on appellate practice or law and motion practice;
2. Demonstrated high level of skill in legal research, writing and analysis;
3. Excellent oral advocacy skills;
4. Demonstrated ability to regularly and carefully read, review and analyze large records, including reporter's transcripts in excess of 1,000 pages and multiple volumes of court documents.

## **Desirable Qualifications**

The primary qualifications for this position are excellent legal research and writing skills and a serious interest in full-time appellate work. Prior appellate work is preferred, and we encourage candidates to include examples of appellate brief(s) among their writing samples.

Previous experience and background in government tort liability and immunities; dangerous condition of public property; 42 U.S.C. § 1983 and federal and state civil rights law; employment law; and the California Public Records Act.

Admission to practice before the United States District Court for the Central District of California and the Ninth Circuit Court of Appeals.

## **Writing Sample**

Candidates are required to submit two writing samples personally composed by the applicant in the past two years.

## **Benefits Offered**

- Medical, Dental, Vision
- Life Insurance
- Disability Insurance
- Tax-Advantage Spending Accounts
- Retirement Plan (LACERS)
- Deferred Compensation Plan (457(b))
- Employee and Family Assistance Program
- Paid Time Off
  - 13 Yearly Holidays
  - Vacation
  - Personal Leave
  - Floating Holidays
  - Sick Leave
  - Bereavement Leave

## **Telework**

This position may qualify for up to 3 days of telework per week after a probationary period.

**Current Location**

City Hall East, 200 N. Main Street, Los Angeles. Position is subject to assignment at any location within the County of Los Angeles.

**COVID-19 Vaccine Requirement**

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID -19 vaccination requirements as conditions of employment may be found at: [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)

**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 cover letter, resume, and writing samples in ONE (1) MERGED PDF FILE specifying #3396 – DCA – CIVIL LIABILITY APPEALS, via email to [atty.recruit@lacity.org](mailto:atty.recruit@lacity.org).

Qualified applicants will be invited to interview. Position will remain open until filled.

**Conflict of Interest**

This position is designated as Category 1 on the Conflict of Interest Code.

**Contact**

Questions? Please email [atty.recruit@lacity.org](mailto:atty.recruit@lacity.org).

AS A COVERED ENTITY UNDER TITLE I 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.