



SAN DIEGO CITY ATTORNEY'S OFFICE
invites applications for the position of:

Chief Deputy City Attorney (Criminal Division, Special Prosecutions Unit)

SALARY:	Depends on Qualifications
DIVISION:	Criminal
UNIT/SECTION:	Special Prosecutions Unit
OPENING DATE:	11/19/21
CLOSING DATE:	12/03/21 11:59 PM
JOB INFORMATION:	

The [Criminal Division](#) of the San Diego City Attorney's Office is seeking applications from attorneys who are interested in a position as a Chief Deputy in the [Special Prosecutions Unit](#). Attorneys who possess the knowledge and experience required may be interviewed upon request. The Chief Deputy will report directly to Criminal Division's Assistant City Attorney John Hemmerling.

The Special Prosecutions Unit was created in 2015 to vertically prosecute complex criminal cases, which are handled from arraignment to sentencing by experienced prosecutors in the Office.

The Chief of Special Prosecutions provides leadership and supervision to a unit directly responsible for:

- Prosecuting cases involving charges of vehicular manslaughter;
- Restricting firearm possession by dangerous individuals through criminal convictions;
- Protecting victims by identifying, charging, and successfully prosecuting crimes of bias as well as striving to ensure that victims of hate crimes receive just compensation;
- Criminally investigating and prosecuting individuals committing elder abuse by mismanaging Independent Living Facilities (ILF) and Unlicensed/Licensed Residential Care Facilities (RCF) to the detriment of elder and dependent adult residents;
- Specializing in the criminal prosecution of unlawful marijuana dispensaries which operate in violation of the San Diego Municipal Code, including asset forfeiture where appropriate; and
- Handling many cases which garner media attention when the conduct impacts public safety, such as incidents related to protests, violent demonstrations, or reckless thrill seekers.

The Chief of Special Prosecutions is also responsible for serving as Brady Index Coordinator. This position requires a strong alignment with the mission, values, vision, and strategic priorities of the City Attorney's Office and reports directly to Assistant City Attorney John Hemmerling.

EXAMPLE OF DUTIES:

General duties include leadership and management of the unit and all assigned personnel; supervising and training deputies, in and out of court; reviewing attorney work product; and providing constructive feedback to assist with attorney development.

The Chief Deputy will ensure that internal procedures are followed and provide solutions to deputies and staff when problems arise. The Chief Deputy will represent the Office in court, to the public, and to law enforcement on matters related to vehicular manslaughter, hate crimes, gun cases, unlawful marijuana dispensaries, and other highly sensitive cases. Must be available to respond after hours or weekends to texts, telephone calls, and emails that are high priority or require immediate attention.

Unit specific requirements for the Chief of the Special Prosecutions Unit include:

- Assigning, directing, and supervising unit deputy city attorneys;
- Regularly preparing unit performance and case status reports;
- Drafting, updating, and implementing the unit's operational policies and procedures;
- Finding opportunities to make the unit more efficient;
- Ensuring cases are assigned, reviewed, and processed in a timely and proficient manner;
- Confirming data is accurately documented in the appropriate databases including, but not limited to, the Case Management System (CMS);
- Regularly running CMS reports and conducting periodic CMS audits for cases assigned to the unit;
- Conducting a daily review, issuance, and tracking of sensitive cases for appropriate handling;
- Tracking high profile media cases and ensuring the unit's Red Arrow/Chief's Tracking cases are kept up to date, and responding to press inquiries when tasked;
- Chairing the Brady Index Committee, which decides whether potential Brady information relating to a peace officer or expert witness will be included in the Brady Index;
- Serving as a liaison to law enforcement agencies on sensitive and confidential matters;
- Actively monitoring and resolving issues regarding unit staffing and personnel needs while providing leadership and motivation, and providing solutions to deputies and staff when problems arise; and
- Handle special projects as directed.

MINIMUM REQUIREMENTS:

Applicants must be an active member in good standing with the State Bar of California at the time of hiring and possess a J.D. degree from a law school accredited by the American Bar Association.

This is a leadership opportunity for a qualified attorney with a required minimum of at least five years of progressively responsible leadership, management, supervisor or practical experience, and with at least three years of experience working as a prosecutor in the areas of law handled by the Special Prosecutions Unit.

Applicants must be available to visit crime scenes, attend meetings, respond to emails, and telephone calls, and perform work assignments that are high priority or require immediate attention at times other than normal business hours.

The ideal candidate will have:

- Extensive knowledge and practical experience in the areas of law handled by the Special Prosecutions Unit.
- Proven leadership, management, and supervisory ability, extensive prosecution experience, strong oral and written communication skills, be a practical problem solver, and work effectively as part of a team.
- Sound judgment and flexibility working in a fast-paced environment.
- The ability to build trust by delegating authority, holding those they supervise accountable, and with the full understanding that a leader cannot delegate responsibility.

Applicants must be able to travel to locations outside the Office for court hearings, depositions, or meetings; therefore, possession of a valid California Class C driver's license and personal vehicle or other means to travel are required. Successful applicants must pass a criminal

background and reference checks. Employment is contingent upon completion of the above-mentioned process.

SUPPLEMENTAL INFORMATION:

How to Apply:

The San Diego City Attorney's Office accepts [online applications](#). To apply, select the position title of the job opportunity and click the "Apply" link. If you need assistance, please refer to our [online employment application guide](#):

To be considered for this position, applicants will need to submit the following by the closing date:

- San Diego City Attorney employment application, including supplemental questions.
- Cover letter and resume.
- A writing sample (no more than 5 pages) that demonstrates their legal writing skills and reflects their own original work product.

Following the closing date, resumes will be screened according to the qualifications outlined above. Only the most qualified candidates will be invited to a departmental interview. If a job has an extended deadline, applications will be considered during the extension period; however, a job may be filled before the extended date is reached. This interview process may be used to fill future vacancies.

Individuals must be able to perform the essential duties of the position with or without reasonable accommodations. If you have any questions or concerns related to the recruitment process and the Americans with Disabilities Act, you may contact (619) 533-5811. The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.

Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego.



DIVERSITY AND INCLUSION: The Office is strongly committed to Diversity & Inclusion. The Office is led by the first woman and first Latina in City history elected to the position. It is vitally important to us that as public servants, we represent the community that we serve. To that end, the Office strongly encourages applicants of diverse backgrounds to apply. To ensure our commitment to Diversity & Inclusion, the Office has a Chief Diversity Officer, an active Committee for Diversity & Inclusion, and Racial Equity Task Force.

**Chief Deputy City Attorney (Criminal Division, Special Prosecutions Unit)
Supplemental Questionnaire**

- * 1. I understand that my email address associated with my www.governmentjobs.com account will be used by the San Diego City Attorney's Office for email communication to me regarding this recruitment. I understand that failure to verify and update my email address with my www.governmentjobs.com account may result in missing recruitment deadlines and notifications. Please refer to <https://www.governmentjobs.com/home/faq> for additional information on accessing your account.
 Yes
 No
- * 2. I understand that the responses I provide on the supplemental questions will be reviewed using an automated evaluation system and that if I am successful in this initial screening process, my application will be reviewed for applicable education, experience, or training to ensure all minimum requirements have been met.
 Yes
 No
- * 3. I understand that failure to respond to the following questions may result in the rejection of my application. In addition, I may miss out on employment opportunities. I understand that resumes are NOT reviewed for assessing the minimum requirements.
 Yes
 No
- * 4. Do you possess a Juris Doctorate from an American Bar Association accredited law school?
 Yes
 No
- * 5. Are you an active member in good standing with the State Bar of California?
 Yes
 No
- * 6. Please provide your California bar number and date you were admitted. If not applicable, please indicate N/A in the field below.
- * 7. How many years of criminal prosecution experience do you have?
 No experience
 1 to 2 years
 3 to 4 years
 5 years or more
- * 8. Please indicate the number of misdemeanor jury trials you have tried to verdict.
 I have not tried to verdict any misdemeanor jury trials.
 I have tried to verdict less than ten (10) misdemeanor jury trials.
 I have tried to verdict ten (10), but less than twenty (20) misdemeanor jury trials.
 I have tried to verdict twenty (20) or more misdemeanor jury trials.

- * 9. Please indicate the number of felony jury trials you have tried to verdict.
 - I have not tried to verdict any felony jury trials.
 - I have tried to verdict less than ten (10) felony jury trials.
 - I have tried to verdict ten (10), but less than twenty (20) felony jury trials.
 - I have tried to verdict twenty (20) or more felony jury trials.
- * 10. How many years of supervisor or leadership experience in a prosecutorial setting do you have?
 - No experience
 - 1 to 2 years
 - 3 to 4 years
 - 5 years or more
- * Required Question