



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

## **Deputy City Attorney (Criminal Division, Nuisance Abatement Unit)**

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**SALARY:** Depends on Qualifications

**DIVISION:** Community Justice

**UNIT/SECTION:** Nuisance Abatement Unit

**OPENING  
DATE:** 03/07/22

**CLOSING DATE:** 03/28/22 11:59 PM

### **JOB INFORMATION:**

The [Nuisance Abatement Unit](#) (NAU) in the [Community Justice Division](#) of the San Diego City Attorney's Office is seeking applications from attorneys who are interested in a position as a Deputy City Attorney (DCA). This position reports directly to the chief deputy city attorney.

The NAU is a specialized unit within the City Attorney's Office devoted to aggressively enforcing public nuisance, land use, and environmental laws in the City of San Diego. NAU works in partnership with City departments, council offices, community groups, and the police, to proactively preserve and enhance the quality of life in our communities.

NAU is a member of the Drug Abatement Response Team (DART) which identifies problem properties with ongoing narcotic activity and develops and appropriate long-term strategy to abate the drug and nuisance activity. NAU is also a member of the Red-Light Abatement Team (RLAT) which works to identify properties with prostitution, lewd activity, human trafficking, and develops a strategy to permanently abate this illegal activity. Lastly, NAU partners with the San Diego Hazardous Waste Task Force to coordinate the investigation and enforcement of environmental crimes by identifying and reducing the risk associated with the production, handling, and storage of hazardous materials and waste.

The unit serves as a nationwide model to cities seeking to establish an aggressive nuisance abatement program.

### **EXAMPLE OF DUTIES:**

NAU deputies routinely perform the following duties:

- Criminally or civilly prosecuting a wide range of violations referred by various City Departments, such as zoning, fire, building, health and safety, substandard housing, and public nuisance violations, including Drug Abatement and Red-Light Abatement actions. Many of these cases involve interesting and complicated land use issues and require building partnerships with City departments, council offices, outside agencies, community groups, and the police.
- Training City inspectors on code enforcement issues.
- Attend meetings with police and City code enforcement personnel to problem-solve issues

and accept cases.

- Represent City departments at administrative enforcement hearings.
- Attend community meetings.
- Independently manage a case load.
- Draft complaints, briefs, motions, and other legal documents as required.
- Research and write legal memoranda on enforcement issues.
- Coordinate follow-up investigations by City Attorney investigators, law enforcement personnel, and regulatory agency personnel.
- Other duties as assigned.

## **MINIMUM REQUIREMENTS:**

**Applicants are required to:**

- Possess a J.D. degree from a law school accredited by the American Bar Association.
- Be licensed to practice law and an active member in good standing with the State Bar of California at the time of hire.
- Possess strong analytical, research, writing, and oral presentation skills; be a practical problem-solver and work effectively as part of a team; have good time management skills; and demonstrate effective communication and conflict resolution skills.

**Ideal candidates will have:**

- 3-5 years of experience as a civil litigator (including civil discovery experience).
- Criminal prosecution experience is desired but not required.
- Municipal law experience, including experience enforcing housing, building, and zoning violations.
- Strong legal writing and oral presentation skills; and exceptional organizational skills.
- Any combination of training and experience that would provide the required knowledge, skills, and abilities may also be considered.

Attorneys in this position 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.

**COVID-19 Vaccination Requirement:** All candidates for employment must be fully vaccinated against COVID-19 and provide proof of their full vaccination or have been approved for a medical or religious exemption from the vaccination requirement, and have been provided an accommodation, **before their start date**. "Fully vaccinated" means a person has received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single dose COVID-19 vaccine. Acceptable COVID-19 vaccines must be approved by the U.S. Food and Drug Administration (FDA) or authorized for emergency use by the FDA or the World Health Organization.

**Exemption Requests:** Candidates with a disability or medical condition that makes it medically inadvisable for them to receive a COVID-19 vaccine, as verified by their health care provider, or those with a sincerely held religious belief, observance, or practice that prevents them from receiving a COVID-19 vaccine, may request an exemption from the COVID-19 vaccination requirement and reasonable accommodation. Candidates who wish to make a such a request will be provided with more information. The City will review requests for medical and religious exemption and accommodation on a case-by-case basis in accordance with the Americans with Disabilities Act, Title VII of the Civil Rights Act of 1964, and the California Fair Employment and Housing Act. A candidate's start date may be adjusted to allow for the accommodation process. **You may request a medical or religious exemption from the vaccination requirement, and an accommodation, by sending an email to [COVID-RA@sandiego.gov](mailto:COVID-RA@sandiego.gov) indicating your desire to make such a request.**

**SUPPLEMENTAL INFORMATION:****Compensation and Benefits:**

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; \$50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service. For further information, please contact the Risk Management Department at (619) 236-6600.

Retirement benefits for this unclassified position depend on the candidate's eligible status (new hire, rehire, etc.).

To learn more about employee benefits, please review the [Benefits Summary for DCA](#)

**Employees.** Some benefits currently offered to employees may be modified in the future. Salary is based on the Deputy City Attorney Salary Table and dependent on qualifications and level of relevant legal experience. For further salary information, refer to the [Deputy City Attorney Salary Table](#).

**Pre-Employment Requirements:** Employment offers are conditional pending the results of all screening processes that are applicable to this job, which may include but are not limited to the following:

- Reference checks.
- Proof of citizenship or legal right to work in the United States.
- Fingerprint checks: fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report.
- Medical evaluation: a City medical examination including drug/alcohol screening and documentation of medical history may be conducted following a conditional offer of employment or promotion.
- Certain positions may require additional screening processes that may include a polygraph examination and/or background investigation.

All of these processes must be successfully completed before employment begins. A positive test for alcohol, illegal drugs, including marijuana, or inadequately explained prescription drugs, misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification and/or termination of employment. The City of San Diego is committed to a drug and alcohol-free workplace.

#### **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, resume, and unofficial law school transcript.
- A writing sample (no more than 10 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.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/sandiegoattorney>

1200 Third Avenue, Suite 1620  
San Diego, CA 92101

Position #2022-00068  
DEPUTY CITY ATTORNEY (CRIMINAL DIVISION,  
NUISANCE ABATEMENT UNIT)  
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**Deputy City Attorney (Criminal Division, Nuisance Abatement Unit) Supplemental Questionnaire**

- \* 1. 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
- \* 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 my email address associated with my [www.governmentjobs.com](http://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](http://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
- \* 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 civil litigation experience do you have?
- No Experience  
 Less than 1 year  
 1 year to less than 2 years  
 2 years to less than 3 years  
 3 years to less than 4 years  
 4 years to less than 5 years  
 5 years to less than 6 years  
 6 years or more
- \* 8. How many years of criminal prosecution experience do you have?
- No experience  
 1 to 2 years  
 3 to 4 years  
 5 years or more
- \* 9. Do you have municipal law experience?

Yes  No

\* 10. Do you have experience enforcing housing laws?

Yes  No

\* 11. Please indicate the number of jury trials you have tried to verdict.

- No Experience
- Less than 5 trials
- 6 to 10 trials
- 11 or more trials

\* 12. Do you have experience as a Legal Intern, Post Bar Graduate Law Clerk, or Volunteer Attorney with the San Diego City Attorney's Office?

Yes  
 No

\* 13. If yes, please indicate dates and name of supervisor(s) in the field below. If not applicable, please indicate N/A.

\* Required Question