



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

## **Deputy City Attorney (Criminal Division, General Trial Unit)**

**SALARY:** Depends on Qualifications

**DIVISION:** Criminal

**UNIT/SECTION:** General Trial Unit

**OPENING DATE:** 09/06/19

**CLOSING DATE:** 10/04/19 05:00 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 Deputy City Attorney. Our deputies prepare and prosecute misdemeanor criminal cases in the City of San Diego by handling a variety of motions, misdemeanor jury trials, and conducting legal research. Strong preference will be given to applicants with significant courtroom experience who have tried numerous cases to jury verdict, but other experience levels will be considered. These are entry level positions; those hired will be assigned initially as prosecutors in our [General Trial Unit](#).

Ideal Candidates will have:

- 1+ years criminal law experience at a prosecutorial agency, which may include work as an intern, law clerk, or volunteer attorney;
- Strong criminal justice background;
- 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.

### **EXAMPLE OF DUTIES:**

- Provide effective prosecution of misdemeanors and infractions occurring within the City.
- Evaluate cases for legal sufficiency and constitutional compliance; review and file cases.
- Prepare and subpoena witnesses; prepare discovery responses; negotiate cases.
- Represent the People of the State of California in pre-trial, trial, post-trial, and appellate matters.
- Independently manage a case load.
- Draft complaints, briefs, motions, and other legal documents as required.
- Coordinate follow-up investigations by City Attorney investigators, law enforcement personnel, and regulatory agency personnel.
- Assist in preparing and reviewing administrative and criminal search warrants.
- Present opening statements.
- Other duties as assigned.

### **MINIMUM REQUIREMENTS:**

Applicants are required to:

- Be an active member in good standing with the State Bar of California at the time of hiring.  
Note: applicants who have taken the most recent California Bar exam and are awaiting results and licensure are encouraged to apply.
- Possess a J.D. degree from a law school accredited by the American Bar Association.
- Submit a cover letter, unofficial law school transcript and current resume along with a writing sample (no more than 5 pages) that demonstrate their legal writing skills and reflect their own

original work product. Applicants should avoid submitting template form documents and documents heavily edited by others.

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.

### **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 differ for this unclassified position depending on the candidate's eligible status (new hire, rehire, etc.). For further information, visit Risk Management, Employee Benefits at [www.sandiego.gov/riskmanagement](http://www.sandiego.gov/riskmanagement). 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, visit [www.sandiego.gov/cityattorney/recruitment/deputy](http://www.sandiego.gov/cityattorney/recruitment/deputy).

#### **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: Proof of citizenship or legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the Federal Bureau of Investigation and the California Department of Justice for a conviction record report. 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. Nothing in this job posting constitutes an expressed or implied contract for employment with the City of San Diego.

#### **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. The individual must be able to perform the essential duties of the position with or without reasonable accommodation. The City of San Diego is committed to a drug and alcohol-free work place.

#### **How to Apply:**

**The San Diego City Attorney's Office only accepts online applications.** To apply online, click the Position Title of any open job opportunity and then click the "Apply" link. If you need assistance, please click on our online employment application guide:

<https://www.governmentjobs.com/careers/sandiegoattorney/helpandsupport/applicationguide>

To be considered for the position, submit a completed San Diego City Attorney employment application, required documents outlined in the job bulletin, and complete the supplemental questionnaire no later than the **closing date**. 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. This interview process may be used to fill future vacancies. The recruitment process for deputy city attorney positions involves submission of written documents, interview(s), and, in certain cases, demonstration of specific writing and oral presentation skills. If you have any questions or concerns related to the recruitment process and the Americans with Disabilities Act, you may contact (619) 533-6181. The City of San Diego has an active Equal Opportunity/ADA Program for employment and vigorously supports diversity in the workplace.

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APPLICATIONS MAY BE FILED ONLINE AT:

<https://www.governmentjobs.com/careers/sandiegoattorney>

Position #2019-00017  
DEPUTY CITY ATTORNEY (CRIMINAL DIVISION, GENERAL  
TRIAL UNIT)

1200 Third Avenue, Suite 1620  
San Diego, CA 92101

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**Deputy City Attorney (Criminal Division, General Trial Unit) Supplemental Questionnaire**

- \* 1. I understand that failure to respond to the following questions in the spaces provided may result in the rejection of my application. In addition, I may miss out on employment opportunities. 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. Do you possess a Juris Doctorate from an American Bar Association accredited law school?
- Yes  
 No
- \* 4. Are you an active member in good standing with State Bar of California?
- Yes  
 No
- \* 5. Please provide your California bar number and date you were admitted. If not applicable, please indicate N/A in the field below.
- \* 6. If you are not an active member of the State Bar of California, are you currently awaiting recent California Bar Examination results?
- Yes  
 No
- \* 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 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.
- \* 9. Please indicate the number of misdemeanor jury trials you have tried to verdict.
- I have not tried to verdict any misdemeanor jury trials.  
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 I have tried to verdict twenty (20) or more misdemeanor jury trials.
- \* 10. Do you have experience as a Legal Intern, Graduate Law Clerk, or Post Bar Clerk with the San Diego City Attorney's Office?
- Yes  
 No
11. If so, please list your dates of internship/clerkship.

\* Required Question