



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:	09/23/21
CLOSING DATE:	10/14/21 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 Deputy City Attorney I/II/III/IV. 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 some courtroom experience, consistently demonstrating the experience and competence necessary to prosecute complex cases and who have tried cases to jury verdict. Those hired will be assigned initially as prosecutors in our [General Trial Unit](#) or assigned as needed to strengthen the teams within the Criminal/Community Justice Divisions.

EXAMPLE OF DUTIES:

Deputies in the Criminal Division routinely:

- Provide effective prosecution of misdemeanors and infractions occurring within the City.
- Review citations, arrest reports and other law enforcement documents for legal sufficiency and constitutional compliance to determine whether misdemeanor charges should be filed based on the facts and evidence.
- Represent the People of the State of California in pre-trial, trial, post-trial, and appellate matters.
- Independently manage assigned cases; confer with witnesses and victims of crime, negotiate plea agreements with defense counsel; anticipate problems and pursue solutions; and formulate a trial strategy.
- Conduct legal research; draft complaints; analyze and draft accurate and complete legal documents such as pleadings, legal responses, affidavits, memoranda, and briefs as required.
- Identify and subpoena witnesses, records and other information required to present the case; and prepare discovery responses.
- Coordinate follow-up investigations by City Attorney investigators, law enforcement personnel, and regulatory agency personnel.
- Independently conduct jury and bench trials; competently examine and prepare witnesses; develop and present jury instructions; demonstrate excellent oral advocacy skills from jury selection to closing argument.
- Handle a variety of court appearances including sentencing hearings.
- Ability to work independently and efficiently to meet statutory deadlines.

- Ability to learn and utilize computer case management software programs.
- Perform other related 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 team player; have good time management skills; and demonstrate effective communication and conflict resolution skills.

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 for DCA I & II positions.
- 4+ years of experience practicing criminal or municipal law for DCA III & IV positions.
- 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.

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 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 Unclassified 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 5 pages; can be an excerpt of a document) 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.

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

- * 1. 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
- * 2. 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
- * 3. 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
- * 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. 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. Please provide your California bar number and date you were admitted. If not applicable, please indicate N/A in the field below.
- * 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. 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.

* 10. 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

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

* Required Question