



We invite applications for the position of:
DEPUTY/SENIOR DEPUTY CITY ATTORNEY*
Deputy City Attorney - \$108,324 to \$135,404 Annually**
Senior Deputy City Attorney - \$119,546 to \$149,432 Annually**
Plus a comprehensive benefits package

"Working in the City Attorney's Office has provided me the opportunity to make an impact on the Mountain View community by advising the City on a wide range of legal issues and greatly expand the scope of my professional expertise in municipal law."
-Nicole Wright, Assistant City Attorney

Why Consider The City of Mountain View?

We are a **dedicated team of professionals committed** to providing **excellent service** to the **community** we serve. When you become part of the City of Mountain View team, you will find a rewarding career for those who seek growth, collaboration, innovation and learning in a variety of disciplines to serve a caring and diverse community.

About This Role

This is for a full-time position in the City Attorney's Office which may be filled as a Deputy City Attorney or Senior Deputy City Attorney, depending on the qualifications of the finalist. The City Attorney's Office employees work on a variety of complex legal issues pertaining to land use, personnel issues, public works, contracts, code enforcement, and all areas of municipal law. We are looking for a **professional** and **collaborative** individual with exceptional **interpersonal skills** to join our team. The detailed job description for Deputy/Senior Deputy City Attorney is available on the City's website [here](#).

What You Bring

Deputy City Attorney

- Possession of a bachelor's degree and juris doctorate, both from an accredited college and/or university(s).
- An active member, and in good standing, of the California State Bar.

Senior Deputy City Attorney

- Possession of a bachelor's degree and a juris doctorate, both from an accredited college and/or university(s).
- An active member, and in good standing, of the California State Bar.
- Three years of recent experience with a public agency conducting legal affairs.

Who You Are

- Flexible and **results-oriented** while seeking creative solutions to legal problems and issues.
- A respectful **team player** who thrives in a collaborative, fast-paced work environment.
- A **multi-tasker** adept at managing multiple projects and deadlines simultaneously, with the ability to prioritize assignments effectively.
- An excellent **communicator**, both in writing and verbally, with top-notch interpersonal skills.
- A **thorough researcher** who enjoys the complexities of public sector legal issues.
- Able to maintain confidential information and **exercise discretion**.

What You'll Do

- Perform legal research and assist with the study, interpretation and application of statutes, ordinances, court decisions and legal opinions for all aspects of municipal law.
- Assist in the preparation of pleadings in connection with suits, trials, hearings and similar legal proceedings.
- Assist with the preparation of contracts, leases and bonds and assist in the drafting of City ordinances.
- Assist in responding to subpoenas and public records requests.
- Respond to government tort claims, citizen complaints and requests for information.
- Assist in interaction with outside counsel and other legal consultants.
- Draft pleadings for Pitchess motions, weapons petitions, gun violence restraining orders and law and motion in civil and criminal cases and appear at hearings.
- Assist in conducting research and providing advice to City staff, City Council, boards, commissions, and committees.

What We Offer

- *Benefits:* Comprehensive benefits package including generous paid leave and group health coverage

- *Retirement:* CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- *Wellness:* Wellness minded culture including access to an onsite employee gym and incentive pay for participating in the City's wellness program; up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution; discounts for carpools and ride-shares; a bicycle commute incentive; and, following an initial training period for new employees and department head approval, the ability to work a 9/80 schedule or work remotely one day per week
- *Employee Appreciation:* Employee events and activities
- *Educational Incentives:* Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree or approved leadership programs.
- *Career Development and Technology Stipend:* Management Development Funds - \$1,000.00 annually
- *Professional Support:* Department budgeted funds for employees' State and Santa Clara County Bar dues, including fingerprinting for the State Bar; attendance at MCLE courses and conferences, in addition to a robust internal training program to promote career growth and succession planning

Are You Ready? Apply.

Submit your application, resume and cover letter online at www.calopps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309. Application materials will be screened on a continuous basis with a first application review date of May 24, 2019. The most appropriately qualified candidates will be invited to an oral board interview (weighted 100%). Qualified candidates are encouraged to apply early! This position could close at any time. Depending on the number of applicants this process may be altered.

Fine Print.

*This is currently a full-time limited period position requested, and recommended, for conversion to a regular full-time position in the 2019-20 Fiscal Year Budget. Pending Council approval on June 18, 2019 this will be a regular full time position effective July 1, 2019. More information can be found in the Narrative Budget Report online [here](#).

**Incentive pay beyond the posted salary range may be awarded by the City Manager for meritorious performance.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract, and any provisions contained in this bulletin may be modified or revoked without notice.

CITY OF MOUNTAIN VIEW
DEPUTY/SENIOR DEPUTY CITY ATTORNEY
Supplemental Questionnaire

Please answer the following question and submit with your application.

1. The Deputy/Senior Deputy City Attorney position requires active membership in good standing with the California State Bar. Please provide your California State Bar number.