



City of Santa Rosa Assistant City Attorney - Litigation

SALARY	\$12,549.92 - \$15,674.50 Monthly \$150,599.00 - \$188,094.00 Annually	LOCATION	100 Santa Rosa Ave Santa Rosa, CA
JOB TYPE	Full-Time	JOB NUMBER	23/24-16JAR-O
DEPARTMENT	City Attorney	OPENING DATE	08/09/2023
FLSA	Exempt	BARGAINING UNIT	17

The Position

The City of Santa Rosa is Seeking an Experienced Litigation Attorney

Applications will be accepted and continually reviewed until a sufficient number of qualified applications has been received or the position is filled. The recruitment may close at any time. Apply today!



See our Recruitment Brochure [CLICK HERE](#)

Be part of a dynamic, diverse, and knowledgeable organization committed to excellence in serving a thriving community! The City is committed to building a workforce reflective of our community and establishing a lasting culture of equity and belonging within our organization. Our collective talents and expertise contribute to high-quality public services that support a vibrant, resilient, inclusive City for our community and visitors. We celebrate a diverse workforce and welcome all qualified candidates to apply.

Benefits of City Employment

In addition to offering a great work environment and excellent salary, the City of Santa Rosa provides a generous benefits package, including:

- Retirement through CalPERS
- A competitive leave package
- Your choice of two health plans, with employer contributions to each
- A flexible spending program
- Employer contributions to a Retiree Health Savings plan
- Top of the line, employer paid vision and dental coverage.

More benefit information can be found in the [Unit 17 MOU](#) and our Employee Benefits Page [HERE](#).

The Position

This is an excellent opportunity for an attorney interested in litigating on behalf of a public agency to play a key role in providing important services for our City. The new Assistant City Attorney will join the City's collaborative legal team.

Responsibilities will include assisting in administering all phases of the City's legal work, with a strong focus on litigation, including civil rights, tort and contract defense, as well as prosecution of civil actions on behalf of the City. Responsibilities will also include assisting in providing legal advice to the City Council, its boards and commissions, the City Manager and City departments on day-to-day operations and special projects. The successful candidate will be handling controversial and complex legal matters on a wide range of public policy and community issues

The Ideal Candidate

The ideal candidate would have a minimum of five years of experience in litigation, in either public or private practice, preferably in civil litigation, tort defense, or governmental prosecutions. Knowledge and experience in municipal law is desirable.

The Selection Process

Applicants possessing the MOST DESIRABLE qualifications based on a screening of application materials, including a supplemental questionnaire and writing sample, will be invited to interview with the City Attorney's Office.

Please complete a thoughtful, thorough application and answers to supplemental questions. As part of the application screening, your responses to these questions will be evaluated. Responses such as "See Resume" and failure to include a writing sample are cause for disqualification.

The Department

The Santa Rosa City Attorney's Office is comprised of highly-skilled attorneys with significant public agency or private practice experience. It is a collegial and forward-looking office, highly regarded by local judges, the legal community, the City Council and City employees.

The Office provides excellence in legal services and support to elected City officials, departments and boards and commissions and represents the City efficiently and effectively in a wide range of litigation and administrative proceedings. The Office is integrally involved in shaping the future of our community.

Examples of Duties and Responsibilities

- Investigate claims and complaints by or against the City and recommend action to be taken
- Represent the City in civil actions brought by or against the City
- Prepare cases for administrative hearings and represent the City in such hearings
- Perform legal research and prepare opinions on legal issues for City departments, the City Council and City Boards and Commissions
- Assist department heads in establishing departmental policies by developing and applying legal points and procedures
- Recommend changes in City policies and procedures to meet legal requirements
- Draft ordinances, resolutions, contracts, deeds, leases and other legal documents and instruments
- Review such documents prepared by the City departments
- Prosecute misdemeanor violations of City ordinances and criminal appeals

- Represent the City Attorney at various City Council, Board and Commission meetings and in court
- Provide legal training to City employees and City Board and Commission members
- Respond to citizen complaints and requests for information
- Represent the City in the community and at professional meetings

Required Qualifications

Knowledge of: Legal principles and procedures, including civil, criminal and administrative law and procedures; court rules and rules of evidence; methods of legal research, including computer research

Ability to: Communicate clearly and concisely, orally and in writing; analyze and prepare a wide variety of legal documents, including ordinances, resolutions, contracts, memoranda, and pleadings; conduct research on legal problems and prepare sound legal opinions; prepare and present cases effectively in court or administrative proceedings; establish and maintain cooperative and collaborative relationships with other City employees, City officials and members of the public.

Required Experience and Education: Any combination of experience and education that would likely provide the required knowledge and abilities would be qualifying. Experience: A **typical** way to obtain the required knowledge and abilities would be five or more years of experience performing duties comparable to those of a [Deputy City Attorney](#) in the City of Santa Rosa; Education: Possession of a Juris Doctor degree from an accredited law school or the equivalent is required.

Necessary Special Requirement: Active membership in the State Bar of California and ability to gain admission to the Bar for the Federal District Court for the Northern District of California.

License & Certification: This classification requires active membership in the State Bar of California. Individuals must be physically capable of operating a motor vehicle safely and possess a valid, Class C, California Driver's License, OR be able to demonstrate the ability to travel on scheduled or unscheduled visits to various locations in the City which may or may not be reachable by public transportation.

Additional requirements, such as successful completion of a physical exam, drug screen, etc., may apply, depending on the duties and responsibilities of the position. If you receive a conditional job offer for the position, the requirements upon which the offer is contingent will be outlined in the conditional job letter.

Additional Information

See the [full job description](#) for working conditions, including physical requirements.



The City of Santa Rosa - A Wonderful Place to Call Home

A charter city incorporated in 1868, Santa Rosa is the county seat of Sonoma County, one of California's premier wine growing regions, and is the gateway to tourist destinations in the redwoods and on the coast. Santa Rosa is the 26th largest City in the state. It occupies 41 square miles and serves a population of 170,000. The City has a historic preservation program and has environmental diversity.

The City of Santa Rosa provides a full range of services including police and fire protection; construction and maintenance

of streets and other infrastructure; water, storm water, and wastewater utilities; housing services through its Housing Authority; economic development; transit; parking; and recreation, parks, and cultural services, including a municipal golf course. The City of Santa Rosa's residents work in a well-balanced mix of management, professional, manufacturing, sales, tourism, transportation, construction, and service jobs. The City also plays an important role in supporting the agriculture and tourism industries of California's north coast.

The City of Santa Rosa is proud to be an equal opportunity workplace

Agency

City of Santa Rosa

Address

100 Santa Rosa Ave, Room 1

Santa Rosa, California, 95404

Phone

707-543-3060

Website<https://www.governmentjobs.com/careers/srcity>

Assistant City Attorney - Litigation Supplemental Questionnaire

***QUESTION 1**

Please describe your litigation experience, including the number and types of cases that you have taken to judgment and the number and types of writs or appeals you have handled. Please describe your role in those matters, whether you acted as primary responsible attorney, second chair or otherwise.

***QUESTION 2**

Please describe your experience working for or advising a public agency or public official, or otherwise working on matters of municipal law.

***QUESTION 3**

Please describe the most challenging litigation or legal transaction for which you have taken lead responsibility.

***QUESTION 4**

You must submit, as attachments to your online application, one or more writing samples of documents you have prepared in the course of your professional employment that best demonstrate your ability to identify and analyze a legal issue or issues. At least one of your writing samples shall be a pleading or other legal brief. Do you understand and agree?

 Yes No***QUESTION 5**

Are you a current member of the California State Bar?

 Yes No

* Required Question