

# CITY OF OAKLAND



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Office of the City Attorney  
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## **EMPLOYMENT OPPORTUNITY**

### **OFFICE OF CITY ATTORNEY LITIGATION DIVISION**

#### **Neighborhood Law Corps Attorney Exempt Limited Duration Position**

Salary for Neighborhood Law Corps Attorney: \$40,000

**Deadline: June 17, 2011 by 5:00 p.m.  
(Postmarks not accepted)**

The Office of the City Attorney seeks a well-qualified individual interested in public service work for the position of Neighborhood Law Corps Attorney in the Litigation Division.

#### **Description**

The Litigation Division advocates the City's interest in claims and lawsuits filed against or on behalf of the City, its officers, employees, and agencies. The Neighborhood Law Corps (NLC) is a unique, innovative community lawyering program created by Oakland City Attorney John A. Russo. Proactive, neighborhood-based and community-directed, the Neighborhood Law Corps brings resources and remedies into Oakland's toughest neighborhoods to address issues before they become embedded, long-term problems. While the Neighborhood Law Corps represents the City of Oakland, it works in collaboration with residents, neighborhood and merchant groups, and other public agencies to improve the quality of life in our community.

This two-year position will also serve clients in the City Council Offices, Oakland Police Department and Community and Economic Development Agency, primarily. The position will focus on community organizing to combat blight, civil nuisance, drug nuisance and other "quality of life" issues facing Oakland. The position will also be responsible for providing representation at administrative hearings and in state and federal courts.

## **Duties & Responsibilities**

This position involves grass-roots community organizing to combat blight, nuisance and related issues. Attendance at evening and weekend meetings is required on an as-needed basis. The incumbent will work for the City of Oakland under the supervision of a senior attorney and the Neighborhood Law Corps Director. Additional responsibilities include, but are not limited to case evaluation, preparing administrative records and appearances at administrative hearings, preparing pleadings, propounding and responding to discovery, taking and defending depositions, preparing for and representing the City in judicial hearings including settlement conferences, trial and in appellate court.

## **Qualifications, Experience & Education**

This is an entry level position. Prior litigation and community-organizing or public interest experience is desired but not essential. A background or academic achievement in Municipal Law or Administrative Law is desirable. Superior legal research, writing and oral argument skills are needed. The incumbent should be a graduate of an accredited law school and a member in good standing of the California State Bar at the time of hire. The successful applicant will also be asked to submit to and pass a background check.

## **Benefits**

The City of Oakland offers an excellent salary and benefits package. The benefits package includes:

- PERS retirement.
- Dental plan and orthodontics for employee and dependents.
- Vision plan for employee and dependents.
- Health plan fully or partially-paid, depending on your plan choice.
- Life insurance.
- Management leave, vacation leave, sick leave and holidays.
- Deferred compensation plan and Credit Union services.

## **How to Apply**

Submit a completed City of Oakland application form, resume and supplemental questionnaire to Office of the City Attorney, One Frank Ogawa Plaza, 6<sup>th</sup> Floor, Oakland, California 94612. Attention: Alexander Nguyen by 5:00 p.m. June 17, 2011. To obtain an application package, you may visit the Office of the City Attorney, One Frank H. Ogawa Plaza, 6th Floor, Oakland, California or the City Attorney's website at [www.oaklandcityattorney.org](http://www.oaklandcityattorney.org)

**Deadline for Submitting Applications is June 17, 2011 at 5:00 p.m.  
Postmarks not accepted.**

**Please note that hiring for this position is contingent upon retention of the position in the 2011-12 City Budget.**

## **Supplemental Questionnaire Neighborhood Law Corps Attorney - Litigation**

The purpose of this supplemental questionnaire is to assess your qualifications, training and experience in specific job related areas. Your answers to these questions along with your completed application will be used to select the most suitably qualified candidates. Applications submitted without a completed supplemental questionnaire will not be considered. Respond to each question fully, describing your specific experience and accomplishments, but limit them to one 8 ½" x 11" sheet of paper (single or double spaced) per question. Responses must be legible and typewritten responses are preferred.

1. Fully describe your litigation experience and/or prosecutorial experience, including any trial preparation and trial experience.
2. Please describe any academic courses you have had in trial advocacy and/or moot court honors you have received.
3. Please describe any relevant public interest experience you have had as well as your interest in this type of practice.
4. Attach to this questionnaire two writing samples; one sample of persuasive writing such as in a Points and Authorities and one sample of a writing on a point of law such as a legal memorandum or research article.