

8/15/07

OFFICE OF CITIZEN COMPLAINTS IN SAN FRANCISCO IS CURRENTLY ACCEPTING APPLICATIONS FOR:

8177 - ATTORNEY

Minorities, Women, and Persons with Disabilities are Encouraged to Apply.
An Equal Opportunity Employer

EXEMPT APPOINTMENT

SALARY \$93,080.00 - \$163,098.00 Annually

Filing Deadline: August 31, 2007

Date Issued: August 10, 2007

Appointment Type: Exempt: Exempt employees are considered "at will" and serve at the discretion of the appointing officer. Currently there is one position located at 480 Second Street, San Francisco, CA 94107.

The Office of Citizen Complaints, a San Francisco city agency that investigates complaints of police misconduct, is looking for a licensed attorney with at least three years of experience, including trial and motion work in a criminal or civil setting. The job requires the ability to speak and write in a clear and effective manner, to establish and maintain effective working relationships, to exercise independent, unbiased judgment when considering merits of administrative investigations and excellent investigation and litigation skills.

Example of Duties:

1. Performs difficult and professional legal work in connection with prosecuting administrative police misconduct investigations.
2. Prepares and reviews complex legal investigations and recommends findings in accordance with applicable laws and Department procedures.
3. Supervises the legal oversight of cases that proceed to hearing and settlement.
4. Serves as the prosecuting attorney representing the OCC and/or the SFPD in administrative disciplinary hearings before the Chief of Police and Police Commission.
5. Interviews witnesses, handles discovery and motions, proposes settlement and engages in all phases of pre-trial and trial-work during administrative disciplinary hearings.
6. Performs professional legal work in all phases of administering the OCC's work.
7. Analyzes and prepares legal opinions on legal matters affecting the OCC.
8. Interacts regularly with other legal professionals, court officials legislators, community activists and law enforcement agencies relative to assigned legal matters.
9. Researches and interprets policies and procedures relative to the OCC and the SFPD, and, where appropriate, proposes best-practice recommendations.
10. Provides training and outreach to law enforcement, community groups and civilian oversight agencies.
11. Performs other related duties as required.

MINIMUM QUALIFICATIONS

Juris Doctorate (JD) from an accredited law school, and at least three years of experience as a practicing attorney.

License: Requires active membership in good standing of California State Bar

Knowledge of: Federal, state and local laws, regulations and ordinances as applied to civil or criminal law.

Ability to: Speak and write in a clear and effective manner; and establish and maintain effective working relationships. Requires considerable ability to: exercise independent, unbiased judgment when considering merits of administrative investigations.

HOW TO APPLY

Cover letter, resume and Conviction form must be submitted or mailed to:

Office of Citizen Complaints
ATTN: Linda Taylor, Principal Clerk
480 Second Street - Suite#100
San Francisco, CA 94107

by 5:00 PM, August 31, 2007.

Conviction forms are available on The City's website at:

http://www.sfgov.org/site/uploadedfiles/sfdhr/forms_documents/interna

/ConvictionHistoryForm.doc.

The final filing date is August 31, 2007. Postmarks will not be accepted. Faxed and Emailed application materials will not be accepted. Applicants meeting the Minimum Qualifications are not guaranteed an interview.

- > > Verification:
- > > Verification of the qualifying experience may be
- > > required at a later
- > > date. When requested, verification of qualifying
- > > experience must be
- > > documented on the employer's business letterhead and
- > > must include
- > > the name of the applicant, job title(s), dates of
- > > employment,
- > > description of job duties performed, and signature
- > > of the employer
- > > or the employer's authorized representative.
- > > Employees of the City
- > > County of San Francisco may submit performance
- > > evaluations showing
- > > duties performed to verify qualifying City
- > > experience. Failure to
- > > provide the required verification when requested may
- > > result in
- > > disqualification from candidacy. Verification may be
- > > waived if
- > > impossible to obtain. The applicant must submit a
- > > signed statement
- > > explaining why verification cannot be obtained.
- > > Waiver request will
- > > be considered on a case-by-case basis.

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> > Notes:
> > 1. Applicants are advised to keep copies of all
> > documents submitted.
> > 2. Applicants with disabilities requiring reasonable
> > accommodation
> > for this process must contact Ms. Linda Taylor by
> > phone 415-597-7711
> > (voice) or, if hearing impaired, (415) 597-6770
> > (TDD), or in writing
> > to the Office of Citizen Complaints, 480 Second
> > Street - Suite #100,
> > San Francisco, CA 94107 Attn: Ms. Linda Taylor as
> > soon as possible.
> >
> > 3. Important Employment Information for the City and
> > County of San
> > Francisco can be obtained at
> > http://www.sfgov.org/site/dhr_page.asp?
> > http://www.sfgov.org/site/dhr_page.asp?id=566. Paper copies of this information can be
> > obtained at 44 Gough
> > Street, San Francisco, CA. The Important Employment
> > Information is a
> > part of this announcement.
> >
> > Ms. Jean Field, Director
> > Office Of Citizen Complaints
> > Issued: August 10, 2007 EXEMPT8177