



## City of Huntington Beach DEPUTY CITY ATTORNEY I / II / SENIOR (Litigation)

<b>SALARY</b>	Depends on Qualifications	<b>LOCATION</b>	Huntington Beach, CA
<b>JOB TYPE</b>	Full-Time	<b>JOB NUMBER</b>	0081/0776/0484-0424LIT
<b>DEPARTMENT</b>	City Attorney's Office	<b>OPENING DATE</b>	04/10/2024

### Description



#### **SALARY RANGE:**

Deputy City Attorney I: \$109,306 - \$146,481 Annually

Deputy City Attorney II: \$132,059 - \$176,966 Annually

Senior Deputy City Attorney: \$140,179 - \$187,853 Annually

In Huntington Beach, we believe passionately that the key to becoming the best beach City in the world starts and ends with finding the right people to join our team. At this time, we have outstanding career opportunities available, as we're looking for the "right people" to serve as **Deputy City Attorney I, Deputy City Attorney II, or Senior Deputy City Attorney** in our **LITIGATION** Division.

**The Ideal Candidate** has been practicing law in California for at least 2 years, with civil trial experience, either in prosecuting or defending lawsuits. The Ideal Candidate also has very strong legal research and writing experience, with experience researching and writing Writs, researching and writing Appeals, and preparing written discovery, dispositive motions, and preparing trial documents and briefs. Having represented other government or public agencies at trial is a significant plus and experience with State laws involving housing, planning and zoning, and State environmental laws is desirable.

#### **City Attorney's Office**

The Office of the City Attorney represents the City in all aspects of legal representation. In addition to handling all lawsuits in-house, and prosecuting crimes at the local level, the City Attorney's Office advises the City Council and all City officials in all matters of law pertaining to the business of the City of Huntington Beach. Among other things, generally the City Attorney defends the City in every lawsuit, including Writs and Appeals, prepares and/or reviews all City Ordinances, Resolutions, contracts and other legal documents. The City Attorney also prosecutes criminal cases arising from violation of the provisions of the City Charter or Huntington Beach Municipal Code, and such State misdemeanors as the City has the power to prosecute.

#### **The Position**

Under general direction from the City Attorney and Chief Assistant City Attorney, the Deputy City Attorney I, II or Senior Deputy City Attorney are assigned to the Litigation Division of the City Attorney's Office.

The Deputy City Attorney I or II perform routine to complex legal work, while the Senior level position will be assigned to handle high-exposure litigation principally in areas of, among others, Writs, Appeals, land use, State housing and

environmental laws, personnel, police defense, personal injury and other tort defense, inverse condemnation, and public works, and may be required to provide direction and assistance to less experienced attorneys at the Deputy City Attorney levels. Regarding day-to-day function, these positions receive instruction or assistance commensurate with their experience and position level.

**NOTE:** This posting is a job series in which applications will be accepted, reviewed, and considered based on the qualifications listed on the application. The candidates that meet the minimum qualifications and best meet the City's current needs will be invited to test at the appropriate job level within the series. Only **ONE APPLICATION** needs to be submitted to be considered for this job series.

*Please note: This recruitment may close at any time, and will close when the hiring manager determines that a sufficient number of qualified applications have been received.*

## Examples of Essential Duties

### Deputy City Attorney I / II

- Timely responds to the needs presented while working in the City Attorney's Office in a professional, responsible, efficient manner in accordance with office policy as set by the City Attorney;
- Performs a full range of legal research, writing, and other law-related transactional duties;
- Drafts, reviews, and negotiates leases, contracts, and agreements;
- Drafts, reviews, evaluates, revises, and recommends City ordinances, resolutions, policies and procedures;
- Performs legal research, analysis, interprets laws, rulings and regulations, and prepares legal opinions to departments, boards, commissions, agencies and established committees as directed by the City Attorney or the Chief Assistant City Attorneys;
- Attends meetings with City staff and/or members of the public on behalf of the City and provides legal advice during the meetings as directed by the City Attorney or the Chief Assistant City Attorneys;
- May indirectly supervise other less experienced attorneys, support staff, and interns, provide work assignments and direction, review and evaluate work product as directed by the City Attorney or Chief Assistant City Attorney (at the II level)

[Please click here to view the full job description for Deputy City Attorney I](#)

[Please click here to view the full job description for Deputy City Attorney II](#)

In addition to duties listed above, **Senior Deputy City Attorney** (Litigation) also

- Performs the full range of litigation work;
- Responsible for Writs, Appeals, civil litigation, trials, damage or other civil suits in State and federal courts, including advanced appellate work and the representation of the City's Police Department and its officers in Pitchess Motions, as directed by the City Attorney or the Chief Assistant City Attorney;
- Occasionally represents management in hearings involving City employee disciplinary matters, as directed by the City Attorney or the Chief Assistant City Attorney;
- Handles all aspects of assigned cases or claims including investigation, pleading preparation, discovery, law and motion, court appearances, settlement negotiations, legal research, witness preparation, and trials for tort defense, writ actions, Pitchess motions, appellate work, civil rights actions, code enforcement, nuisance abatement, administrative actions and employee grievances, as directed by the City Attorney or the Chief Assistant City Attorney;

[Please click here to review the full job description for Senior Deputy City Attorney.](#)

## Minimum Qualifications

*Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position or assignment is qualifying. A typical combination includes:*

**Education:** Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree.

**Experience:**

Deputy City Attorney I - Two (2) years' experience as a practicing attorney, preferably within a municipal law office, or a private firm that has contracted with a public agency for legal services.

Deputy City Attorney II - Four (4) years' experience as a practicing attorney within a municipal law office, or a private firm that has contracted with a public agency for legal services

Senior Deputy City Attorney - Five (5) years' experience as a practicing trial attorney within a municipal law office, or a private firm that has contracted with a public agency for legal services. State and Federal jury trial experience is desirable.

**License/Certifications:** Possession of a valid California Class C driver license and an acceptable driving record are required by time of appointment and throughout employment.

Current member in good standing with the California State Bar Association.

#### **APPLICATION AND SELECTION PROCESS:**

- Application Review - **Please attach to your online application 1. a cover letter, and 2. an updated resume.**
- Examination(s) - *An oral exam (weighted 100%) will be scheduled when a sufficient number of qualified applications has been received.*
- Selection Interview
- Background Investigation
- Appointment

#### **Supplemental Information**

# OneHB: CITY OF HUNTINGTON BEACH WORKPLACE CULTURE



You are part of something bigger than just your job! It is our fundamental belief that people drive the success of our organization and community. You will be part of a team that has incredible reach and resources to create greatness in HB.

OneHB is how we operate as an organization:



**WE ARE  
ONE TEAM**

we work together to serve exceptionally



**WE ARE  
ONE FOCUS**

we stay fanatical about being active caretakers of our people-centric culture



**WE ARE  
ONE GOAL**

to ensure we continually improve HB's standing as a premier coastal community

We strive to create a workplace culture grounded in teamwork

## OUR CORE VALUES

1. Humility
2. Exceptionality
3. Social Awareness
4. Passion
5. Integrity



**20,661** calls for Fire service

**68,000** calls for Police service



**3.4 Million** square feet of public landscaping maintained



**18,000** business licenses



**6,549** Marine Safety Water Rescues



**4,474** code compliance cases



**85,000** meals delivered to Seniors



**316** miles of residential streets



**611** miles of water mains



**1,700+** stormwater catch basins, 8.4 miles of channels, and 15 pump station forebays



Over **5** miles of city beaches, of a total of 8.5 miles of beaches



**3,765** park, parking lot, and street lights



**360** miles of City-owned sewer lines and 27 sewer lift stations



**79** parks



# SURF CITY USA



GEOGRAPHY  
AND DEMOGRAPHICS

Median Home Value

**\$803,400**

Median Household Income

**\$97,469**

Owner-occupied housing

**56.6%**

Total Population

Nearly  
**200,000**

Annual Beach Visitor Population

**11 Million**

Land Area

**26.8**  
square miles

**8.5 miles**  
of uninterrupted beach

Bachelor's Degree or Higher

**43.6%**

Leading Industries

Tourism and Technology



QUALITY OF LIFE

#1 in the nation for  
Quality of City Services  
(WalletHub 6/20)

9th Happiest City in America  
(WalletHub 3/22)

Top three  
"Best Cities to Live In"  
(OC Register 2018-22)



Mild Weather

**65° to 80°**



GOVERNANCE

- Incorporated as a Charter City in 1909
- Council/Manager form of government
- Seven-member city council elected to 4-year terms with a rotating mayor
- Elected City Attorney, City Clerk, and City Treasurer
- FY22/23: \$269M General Fund /\$532M all funds

Full-service city with more than 900 FTEs and approximately 500 part-time employees

Department	Total FTE
City Attorney	11
City Clerk	5
City Treasurer	1
City Manager's Office	14
Community & Library Services	63
Community Development	57
Finance	35
Fire	281
Human Resources	13
Information Services	25
Police	353
Public Works	211



COMMUNITY AMENITIES

- Bolsa Chica State Ecological Reserve
- Nearly 10 miles of coastal bike path
- Huntington Dog Beach
- Three golf courses
- 45-acre Sports Complex
- Huntington Central Park – nearly 350 acres
- World-class city main library and four branch libraries
- Huntington Central Park Equestrian Center
- Golden West Community College
- Nearby universities: Cal State Long Beach, Cal State Fullerton, UC Irvine, Chapman University



SPECIAL EVENTS

- Fourth of July Fireworks Show and Parade
- U.S. Open of Surfing
- The Pacific Air Show
- Surf City Marathon
- A Great Day in the Stake
- AVP Pro Beach Volleyball
- Huntington Beach Surf City Splash
- Huntington Beach Film Festival
- Surf City Nights Street Fair and Certified Farmers Market



## Agency

City of Huntington Beach

## Address

2000 Main Street

Huntington Beach, California, 92648

## Phone

(714) 536-5492

## Website

<http://www.huntingtonbeachca.gov/jobs>

## DEPUTY CITY ATTORNEY I / II / SENIOR (Litigation) Supplemental Questionnaire

### \*QUESTION 1

Did you graduate from a law school accredited by the American Bar Association with a Juris Doctorate Degree?

Yes

No

**\*QUESTION 2**

**Indicate your level of experience as a practicing attorney.**

- Less than two (2) years
- At least two (2) years but less than four (4) years
- Four (4) years or more

**\*QUESTION 3**

**Are you a current member in good standing with the California State Bar Association?**

- Yes
- No

**\*QUESTION 4**

**Indicate your level of experience as a practicing trial attorney within a municipal law office, or a private firm that has contracted with a public agency for legal services.**

- Less than five (5) years
- At least five (5) years but less than seven (7) years
- Seven (7) years or more

**\*QUESTION 5**

**Have you litigated and tried jury trials to verdict in Superior Court?**

- Yes
- No

**\*QUESTION 6**

**List the case names of the jury trials you have tried and describe your role with each one of them. (If you do not possess this experience, enter "N/A".**

**\*QUESTION 7**

**Do you possess State AND Federal jury trial experience?**

- Yes
- No

**\*QUESTION 8**

**Are you a CalPERS RETIRED Annuitant?**

- Yes
- No

**\* Required Question**