

## 8177 Attorney (Civil/Criminal)

\$60.91 – \$106.70/hour; \$10,558 - \$18,495/month; \$126,698 - \$221,936/year

**Appointment Type:** Permanent-Exempt (PEX) Appointment. Pursuant to the City & County of San Francisco Charter, Section 10.104.13. Any person occupying a position under exempt appointment shall not be subject to civil service selection, appointment, and removal procedures. Exempt employees shall serve at the pleasure of the appointing officer.

The San Francisco District Attorney's Office is one of the most respected and innovative prosecutor's offices in the United States. Our mission is to promote justice by fostering accountability and repairing harms by using data-driven, evidence-based approaches. In addition, what sets our office apart is our dedication to addressing root causes of crime and preventing recidivism; our centering of crime victim and survivors; and our commitment to eliminating racial and class inequities in the criminal legal system—including through reduced reliance on incarceration. Our office engages in public education and crime prevention efforts while maintaining the traditional role of investigating, charging, and prosecuting all criminal violations occurring within the City and County of San Francisco. The unparalleled opportunities for challenging, meaningful, and sophisticated work have consistently drawn top candidates to our office over the years.

Assistant District Attorneys are given substantial responsibility early in their careers and generally start in the Criminal Division handling various cases. Opportunities to handle more serious and complex cases are afforded as more experience is gained. Additionally, unique opportunities are afforded to Assistant District Attorneys who show great interest or possess the specialized experience to work within the Office's White-Collar Criminal Division. This Division is comprised of experienced attorneys who prosecute white collar crime such as economic fraud, public corruption, consumer and environmental crimes.

With the diverse nature of our community, the ability to work with people of different backgrounds is critical in the work we do. Also critical is an interest to developing new responses to promote public safety that foster a more just and equitable society. The Office of the District Attorney proactively seeks to recruit, retain and promote legal staff that reflect the diversity of the community served.

**Essential functions** include but are not limited to:

- Tries jury and bench criminal cases and litigates evidentiary and other hearings in the San Francisco Superior Court;
- Represents the People of the State of California in person via court appearances and in written petitions, motions, appeals and/or other court documents. Includes the preparation (word processing/database management) of such court documents. May require being placed in high-stress environment and/or exposure to complex and challenging cases;

- Dedicates role to pursuit of justice by exercising fair and ethical prosecution practices and respecting the humanity and dignity of everyone involved in a criminal case—whether a victim, witness, or defendant;
- Interviews witnesses; conducts and or supervises investigations and writes legal briefs in conjunction with assigned cases and trials.
- Prepares daily court calendar and maintains various records of warrants and citations issued.
- Maintains files, including, but not limited to: accurate recording of status of work product, filing of memos on disposition of cases, running law enforcement database checks on criminal backgrounds such as rap sheets, and transporting relevant files and/or file materials to court for appearances.
- Receives and investigates complaints from the general public and representatives of the police department to determine the necessity for issuing of citations or warrants; interviews witnesses and issues citations; conducts citation hearings and determines the necessity for issuing warrants.
- Performs research manually and via computer for the purpose of performing all other duties related to the prosecution of criminal cases.
- May represent the District Attorney to other law enforcement agencies, community-based organizations, neighborhood/citizen meetings.
- Performs related duties and responsibilities as assigned.

**Minimum Qualifications:**

Requires membership in the California State Bar Association and license to practice in all state courts.

**Desired Qualifications:**

Requires comprehensive knowledge of: state and federal and municipal codes, laws and ordinances, particularly as applied to civil and criminal laws; legal processes and techniques of courtroom and jury trial work; administrative techniques and methods, particularly as they relate to the activities of the District Attorney's Office.

Requires ability to: speak and write effectively in the preparation and presentation of assigned legal cases; exercise considerable judgment and tact in dealing with court officials, juries, law enforcement agencies and other governmental agencies, as well as members of the public, in connection with legal assignments.

**Experience and Training**

Requires completion of an accredited law school.

**How to Apply:**

Applications for City and County of San Francisco jobs are being accepted through an online process. Visit [www.jobaps.com/sf](http://www.jobaps.com/sf) to register an account (if you have not already done so) and begin the application process.

- Select “Apply” and read and acknowledge the information
- Select either “I am a New User” if you have not previously registered, or “I have Registered Previously”
- Follow instructions on the screen

Computers are available for the public (from 8:00 a.m. to 5:00 p.m. Monday through Friday) to file online applications in the lobby of the Dept. of Human Resources at 1 South Van Ness Avenue, 4th Floor, San Francisco.

You can also watch this video for further assistance with our online application system:  
<http://www.youtube.com/watch?v=4-kUFHXhBjQ&feature=youtu.be>

Applicants may be contacted by email about this announcement and, therefore, it is their responsibility to ensure that their registered email address is accurate and kept up-to-date. Also, applicants must ensure that email from CCSF is not blocked on their computer by a spam filter. To prevent blocking, applicants should set up their email to accept CCSF mail from the following addresses (@sfgov.org, @sfdpw.org, @sfport.com, @flysfo.com, @sfwater.org, @sfdph.org, @asianart.org, @sfmta.com).

Applicants will receive a confirmation email that their online application has been received in response to every announcement for which they file. Applicants should retain this confirmation email for their records. Failure to receive this email means that the online application was not submitted or received.

If you have any questions regarding this recruitment or application process, please contact us via email at: [SFDA.HR@sfgov.org](mailto:SFDA.HR@sfgov.org)

#### **Verifications:**

All applicants may be required to submit verification of qualifying education and experience at any point in the application, examination and /or departmental process. Note: Falsifying one’s education, training, or work experience or attempted deception on the application may result in disqualification for this and future job opportunities with the City and County of San Francisco. For additional information regarding verification, refer to this web URL: <http://www.sfdhr.org/index.aspx?page=20#verification>

#### **Selection Plan:**

Applications will be screened for relevant qualifying experience. Additional screening mechanisms may be implemented in order to determine candidates’ qualifications. Only those applicants who most closely meet the needs of the Agency will be invited to participate in the selection process. Applicants meeting the minimum qualifications are not guaranteed advancement to the process.

## Selection Procedures:

### Notes:

1. Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable ADA Accommodation at web URL:  
<http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>
2. Applicants are advised to keep copies of all documents submitted. Submitted documents become a permanent part of the exam record and will not be returned. The hiring department may require applicants to present additional material at the time of appointment and/or at a later date.
3. For general information concerning City and County of San Francisco employment policies and procedures, please refer to this web URL:  
<http://www.sfdhr.org/index.aspx?page=20>
4. For Right to Work policy, please refer to this web URL:  
<http://www.sfdhr.org/index.aspx?page=20#identification>
5. Ensure your application and any attachments to the application submitted at the time of filing are complete and accurate and include details on all experience, education, training and other information that qualifies you for this recruitment. Failure to submit a complete and accurate application at the time of filing may result in your ineligibility for this recruitment or inability to receive full credit for scoring purposes. Any new information concerning work experience, education, training and other information that is submitted after the filing deadline may not be used for scoring or considered to determine whether you meet the minimum qualifications.
6. Terms of Announcement: Applicants must be guided solely by the provisions of this announcement, including requirements, time periods and other particulars, except when superseded by federal, state or local laws, rules or regulations. Clerical errors may be corrected by the posting the correction on the Department of Human Resources website at [www.jobaps.com/sf](http://www.jobaps.com/sf).

## BENEFITS

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, most employees are required to make a member contribution towards retirement, ranging from 7.5%-13.25% of compensation. For more information on these provisions, please contact the personnel office of the hiring agency.