



DAVID CHIU
City Attorney

DEPUTY CITY ATTORNEY – GOVERNMENT TEAM

The San Francisco City Attorney's Office is looking for a qualified and motivated attorney to join its Government Team.

About the Office

The San Francisco City Attorney's Office is an innovative, nationally-recognized municipal law office working to protect and advance the rights and interests of the City and County of San Francisco and its residents. With just over 300 talented and dedicated employees, the Office provides exceptional legal services to the City's Mayor, Board of Supervisors, officials, and departments. Our work empowers City leaders with effective, responsive and creative legal solutions and representation so they can deliver critical public services, and our affirmative advocacy enhances the lives and wellbeing of the San Francisco's residents and visitors.

The Office recognizes that diversity in the backgrounds, identities, ideas, and lived experiences of our employees enriches our workplace and enhances our work. We aspire to recruit, employ, retain, and promote capable individuals representing the full spectrum of our community, and welcome all candidates, including candidates of any race, religion, national origin, gender, gender identity or expression, sexual orientation, and age, and candidates with disabilities. We have a clear vision: to be the place where a diverse mix of talented people want to come and stay, and where employees feel welcomed, engaged, and valued for their work and contributions to the Office and the City.

To learn more about the City Attorney's Office please visit: <https://www.sfcityattorney.org/>

To learn more about the Office's efforts to provide a welcoming, diverse, equitable, and inclusive workplace please [click here](#).

About the Government Team

The Government Team provides legal advice and serves as general counsel to San Francisco's Mayor, Board of Supervisors, City Administrator, and an array of other City officials and agencies. This includes City agencies that protect public safety, such as the Police Department, Fire Department, and Department of Emergency Management; those that promote equality and human dignity, such as the Human Rights Commission, Immigrant Rights Commission, and Office of Labor Standards Enforcement; those that enhance the quality of life in the City, such as the Recreation and Park Department, Arts Commission, and Public Library; those that promote good government and accountability, such as the Controller, Civil Service Commission, and Department of Police Accountability; and those that ensure careful review of agency decisions

directly affecting the interests of the public, such as the Board of Appeals and the Assessment Appeals Board.

The Government Team advises City clients and the Office as a whole on a wide range of legal issues arising under local, state, and federal law, including issues of municipal powers, government transparency, preemption, and constitutional questions. The Government Team has been and remains centrally involved in the City's response to the COVID-19 pandemic, drafting Mayoral proclamations and emergency ordinances, and advising on a wide range of complex and novel legal issues related to the pandemic.

The Government Team generally does not handle litigation, although attorneys on the Team frequently provide input or support regarding litigation handled by others in the Office, including lawsuits challenging City laws or the actions of City agencies.

Deputy City Attorney Position and Responsibilities

An attorney on the Government Team typically serves in an advisory role as general counsel to a mix of City officials and agencies. In that capacity, the attorney may perform many functions – providing interpretations and advice, both orally and in writing, formally and informally, on a broad range of legal issues. The attorney's role could include interpreting a City ordinance or advising on the legal risks of a particular government action; drafting ordinances, ballot measures, and administrative regulations; reviewing contracts for legal and procedural sufficiency; and providing legal advice to commissioners before and during commission meetings. The attorney functions as the Office's expert on laws administered by the City officials and agencies that the attorney advises. The attorney also may develop expertise in areas of law that transcend issues particular to the attorney's client agencies and are relevant to many or all components of City government.

Minimum Qualifications

- Licensed to practice law in California.

Desired Qualifications

- Excellent oral and written communication skills.
- Excellent legal analytical skills.
- Ability to assume responsibility for assignments and to work independently and efficiently.
- Ability to work collaboratively with colleagues and clients.
- Ability to manage and appropriately balance multiple assignments, meet deadlines, and adjust to fluctuations in workload.
- Strong interpersonal skills and a positive attitude.
- Commitment to valuing diversity and contributing to an inclusive working and learning environment.
- An interest in and commitment to public service.
- At least three years of experience as an attorney is preferred, especially in an advice capacity as a government lawyer.

Salary and Benefits

The Deputy City Attorney position has a 16-step salary scale ranging from \$131,794 - \$230,880. The successful applicant is appointed to a salary step based on years of experience as a lawyer. The City offers robust health, retirement, and other benefits. For more information please visit: <https://sfdhr.org/benefits-overview>. Attorneys are represented by the Municipal Attorneys Association. Information about compensation and benefits can be found here: [8177 Attorney - Classification & Compensation](#)

COVID-19 Vaccination Required as a Condition of Employment

The City and the Office are committed to the health and safety of our employees. Under the City's vaccination policy, all City employees are required to be vaccinated against COVID-19 as a condition of employment. For details on how this condition applies to your employment, please [click here](#).

Application

To apply for this position, please submit your resume and cover letter to careeropportunities@sfcityatty.org and specify that you are applying for the Government Team position. Applicants who advance in the selection process must submit at least two references and at least one writing sample.