



Cherishing Our Past - Embracing Our Future

CITY OF INGLEWOOD

One W. Manchester Boulevard Inglewood, CA 90301-1750

ANNOUNCES A CAREER OPPORTUNITY FOR:



DEPUTY CITY ATTORNEY

SALARY: \$4,955 - \$7,020 per month plus excellent fringe & retirement benefits.

APPLY IMMEDIATELY: Applications will be accepted by the Human Resources Department until a sufficient number of qualified applications are received. Interested parties should submit their resume and official City application as soon as possible.

ESSENTIAL JOB FUNCTIONS: Responsible for representing the people and the City to prosecute misdemeanor/felony complaints and to provide a wide range of legal services to City Departments. Traditional duties include but are not limited to interviewing witnesses and Police representatives; researching new and alternative methods to resolve legal issues in the community; attending meetings, preparing and presenting lectures to the Police Department and community on preventative measures, updates on laws and reporting requirements; filing and rejecting complaints; assisting in developing policies and procedures for permits and licensing guidelines, changing zones and/or regulations to facilitate safety. In addition incumbents in this job classification will conduct plea bargains, pretrial hearings and argue motions; perform legal research, write opinions on criminal and current law; prepare and review draft ordinances, resolutions, contracts, deeds, leases and other legal documents; respond to, submit appeals, and investigate claims and complaints; interact with and serve as a mediator for community disputes to ensure legal compliance; assist and respond to citizen complaints and request for information.

TO COMPETE IN THIS PROCESS YOU MUST submit an official City application and submit resume. Resumes are not accepted in lieu of any part of the official city application. **Applicants must possess a Juris Doctorate degree from an accredited Law School AND must be an active member in good standing of the California State Bar since December 1, 2007.** Applicants must submit along with official application materials a copy of their Bar Certification. Applicants must be able to and skilled in performing legal work using independent judgment and developing and maintaining productive working relationships with all levels of staff, residents, business owners, elected official and court officials.

THE SELECTION PROCESS begins with a complete review of all applications and resumes submitted for consideration. Only those applicants who are determined to be **“most qualified”**, as reflected by their application materials, will be invited to participate in the Panel Interview, weighted 100% of your final score. The Panel Interview is a qualification appraisal evaluation of the applicant’s knowledge, skills, abilities and experience necessary for this kind of work. Candidates who earn a minimum score of 70% in the Panel Interview will be placed on the employment eligibility list that is good for one-year unless otherwise stated. A careful character reference and work background review will be conducted along with a complete medical examination prior to appointment.

VETERANS’ PREFERENCE: Honorably discharged veterans of the United States Armed Forces who receive a passing score on an open competitive examination are entitled to have five (5) points added to their final score. To claim preference points, qualifying applicants must submit a copy of their DD-214 by the final closing date.

OPEN: Tuesday, September 22, 2009

EPN: 0950

Human Resources Department Hours: Monday – Thursday & alternating Fridays 7:30 AM – 5:30 PM (310) 412-5460

THE HIRING PROCESS

The City of Inglewood is a Civil Service Organization, which requires that all full-time appointments be selected from an active employment eligibility list. Once an eligibility list has been established for a specific job classification, the top three ranks of the employment eligibility list that are willing, ready and able to accept the position shall be certified to the hiring authority for a selection interview.

The Hiring authority may select any one of the top three ranks to recommend for appointment to the vacant position. Once a selection is made the candidate will receive a conditional employment offer letter contingent on passing a complete medical-physical examination to include blood work, proof of authorization to work in the United States and a professional and character reference have been cleared for hire. Newly hired employees serve a one year probationary period and can be terminated with or without cause during probation period.

If you are not selected for the current open position, your name remains on the employment eligibility list for a period of one year or whatever is stated on the job announcement. The Human Resources Department will continue to send your name to hiring departments who have vacancies for the job classification for which you have applied until the eligibility list expires or is exhausted.

In Accordance with the Immigration Reform and Control Act of 1986, all persons hired after November 6, 1986 must verify identity and entitlement to work in the United States by providing required documentation.

The City of Inglewood is an Equal Employment Opportunity Employer complying with the law that forbids discrimination and ensures that everyone is provided equal employment opportunities regardless of Race, Color, Disability, Sex, Religion, Age, or National Origin.

Applications can be downloaded by visiting our website at:

BENEFITS	MANAGEMENT / PROFESSIONAL UNIT
WORK SCHEDULE	9/80 Employees work 9-hours per day Monday – Friday with alternating Fridays off.
RETIREMENT	3% @ 60 Public Retirement System (PERS) Retirement Formula. City pays employee membership contribution. The City does not participate in social security.
HOLIDAYS	13 holidays per year including one floating holiday
VACATION	80 hours after the completion of the first year
SICK LEAVE	108 hours per year
INSURANCE	City paid health, dental, vision, and mental health plans to include family coverage
EDUCATION REIMBURSEMENT	\$800 annually after one year of service
PROFESSIONAL DEVELOPMENT	\$500 annual allowance
ADMIN LEAVE/COMP TIME	72-hours annually

<http://www.cityofinglewood.org>