



**MICHAEL N. FEUER**  
CITY ATTORNEY

**POSITION ANNOUNCEMENT**

**SUPERVISING ATTORNEY**

**BUSINESS AND COMPLEX LITIGATION DIVISION – CIVIL LITIGATION BRANCH**

**ASSISTANT CITY ATTORNEY**

**ANNUAL SALARY: \$173,638 to \$189,193**

**OPENING:**

The Office of the City Attorney has an immediate opening for a supervising attorney to manage a division that is responsible for handling complex litigation matters.

**DIVISION:**

The Business and Complex Litigation Division handles a wide variety of complex, multi-party, high exposure civil litigation involving issues of Constitutional law, breach of contract, and class actions arising from the non-proprietary departments of the City of Los Angeles.

**DUTIES AND RESPONSIBILITIES:**

In this position, the Supervising Attorney will be responsible for:

1. Overseeing the Division's work to assure consistently high quality work product, efficiency in operations, appropriate assignment of cases, and appropriate tracking and reporting of cases;
2. Overseeing and providing procedural, substantive, and strategical guidance to the Division's attorneys on complex litigation matters;
3. Preparing and/or reviewing litigation documents, memoranda, and other work product related to the Division's practice;
4. Interacting directly with the Office's Executive Management on significant litigation matters handled by the Division including assessing cases from onset to resolution and reporting to Executive Management as to their status;
5. Overseeing the training and mentoring of the Division's attorneys and staff;

6. Counseling attorneys and staff regarding their performance;
7. Interacting with elected officials and City managers and employees regarding litigation matters, including their status, resolution and related corrective actions; and
8. Participating in the Office's risk management efforts.

**REQUIRED  
QUALIFICATIONS:**

1. Ten or more years of civil litigation practice in California and Federal Courts, including matters representing plaintiffs;
2. Demonstrated high-level written and oral communication skills;
3. Strong legal, analytical and strategical skills;
4. Demonstrated strong leadership skills;
5. Experience evaluating significance and exposure of cases;
6. Demonstrated sound judgment;
7. Demonstrated ability to work across organizational lines so as to assure optimal collaboration and results;
8. Strong desire to serve the public interest; and
9. Licensed to practice law in all courts in the State of California, the United States District Court for the Central District of California and the United States Court of Appeals for the Ninth Circuit.

**DESIRED  
QUALIFICATIONS:**

1. Managerial experience, including supervision of staff and handling personnel matters;
2. Experience and ability in overseeing and coordinating multi-member projects; and
3. Experience and ability in dealing with elected and public officials, as well as members of the public.

**WRITING SAMPLE:**

Candidates are required to submit two (2) recent writing samples, of which they were the primary author.

**PROBATION:**

Appointment to this exempt position (non Civil-Service) will be subject to a two (2) year probationary period as required by Section 1050 of the City Charter. Successful completion of the two (2) year probationary period will result in tenure with the office.

**APPLICATION  
AND DEADLINE:**

Attorneys interested in applying should submit their resume, writing samples and cover letter specifying, "**SUPERVISING ATTORNEY – BUSINESS AND COMPLEX LITIGATION (YOUR CALIFORNIA BAR NUMBER)**" in the subject line, in ONE (1) PDF file, via **email only** to [David.Villegas@lacity.org](mailto:David.Villegas@lacity.org).

The application process will remain open until filled.

Selected applicants who meet the required qualifications will be invited to interview.

**CONFLICT  
OF INTEREST:**

This position is designated on Category 2 of the Los Angeles City Attorney Conflict of Interest Code.

AS A COVERED ENTITY UNDER TITLE II OF THE AMERICANS WITH DISABILITIES ACT, THE CITY OF LOS ANGELES DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY AND, UPON REQUEST, WILL PROVIDE REASONABLE ACCOMMODATION TO ENSURE EQUAL ACCESS TO ITS PROGRAMS, SERVICES AND ACTIVITIES. TO REQUEST A REASONABLE ACCOMMODATION, PLEASE CALL (213) 978-7150.