



ANNOUNCES A CAREER OPPORTUNITY FOR A  
**ASSISTANT CITY ATTORNEY**  
**Open Recruitment**

**SALARY:** \$13,270.74 to \$18,799.37 per month

**TO APPLY:** Interested parties must complete and submit an official employment application by EMAIL. Applications, resumes, and education requirements must be submitted in PDF format via EMAIL to [human\\_resources@cityofinglewood.org](mailto:human_resources@cityofinglewood.org).

The Human Resources Department will accept applications until a sufficient number of qualified applications have been received.

**ESSENTIAL FUNCTIONS:** Under general supervision, provides legal advice and assistance to the City Council, Departments, City Administration, and various boards and commissions.

This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.

The ideal candidate will have at least four (4) years of legal experience and demonstrated ability in one or more of the following areas:

- Code Enforcement and Quality of Life matters (including nuisance abatement and administrative hearings such as civil service or arbitration proceedings);
- Administrative proceedings before boards and commissions;  
Advising legislative bodies (including Brown Act, Public Records Act, and conflict of interest laws);
- Civil litigation and quasi-judicial hearings;
- Real estate transactions and CEQA;
- General municipal law, including risk management.

The selected attorney will be expected to provide practical oral and written advice on a broad range of municipal law issues, including statutory and constitutional interpretation.

**QUALIFICATIONS:** A Juris Doctor degree from an accredited college and university **AND** four (4) years of experience in municipal law. Must possess at the time of application and maintain a valid license from the State Bar of California and a valid California Driver's License.

**KNOWLEDGE, SKILLS, AND OTHER CHARACTERISTICS:**

- **Knowledge of** applicable city, county, state, and federal statutes, rules, ordinances, codes, and regulations governing municipal law, judicial procedures, rules of evidence, and methods of legal research, and City and Department policies and procedures
- **Skilled in** understanding and interpreting laws, regulations, policies, procedures, and guidelines; preparing court documents and legal opinions, gathering, analyzing, and organizing facts and evidence;
- **Ability to** exercise sound judgment in performing essential duties; effectively problem-solve day-to-day needs, issues, and concerns; prioritize work assignments; prepare well-organized and accurate documents such as reports, memos, and correspondence; synthesize ideas and factual information into clear and logical written statements; demonstrate fiscal responsibility in decision making;
- **Proficient in** using work-related computer applications, including e-mail, word processing, spreadsheets, databases, the internet, and other electronic devices to perform essential job duties.

**THE SELECTION PROCESS:** Applicants whose experience best meets the city's needs will be invited to participate in the examination for this position. Candidates must have access to a computer with internet, video, and audio capabilities to participate in our examination process. The examination may consist of one or more of the following: (1) Training & Experience Evaluation, (2) Writing Exercise, and (3) Qualifications Appraisal Interview with a panel of subject matter experts. Candidates must receive a score of 70 or higher to have their names placed on the active eligibility list for one year. The top three ranks on the Eligibility List will have their application materials forwarded to the hiring authority for a selection interview.

*The City of Inglewood is an Equal Opportunity Employer. It does not discriminate by age, sex, race, religion, national origin, marital status, or handicap status in its employment actions, decisions, policies, and practices.*