
8177 Attorney (Immigration Unit)

Fluent in Spanish

Recruitment #PEX-8177-062155

DEPARTMENT	Public Defender
ANALYST	Arlene Laxamana
DATE OPENED	3/19/2018 8:00:00 AM
FILING DEADLINE	Continuous
SALARY	\$114,816.00 - \$201,084.00/year
JOB TYPE	Permanent Exempt

INTRODUCTION

This recruitment may close at any time, but no sooner than Thursday, May 31, 2018.

Appointment Type: Permanent Exempt Appointment - Category 18. This position is excluded by the Charter from competitive civil service examination process. The successful candidate will serve at the discretion of the appointing officer. This has an anticipated duration of up to three (3) years.

About the Organization:

For over 90 years, the San Francisco Public Defender's Office has provided effective and competent legal representation to people who are charged with a crime and unable to afford an attorney.

Led by Jeff Adachi, California's only publicly elected Public Defender, the office provides legal representation to over 25,000 indigent people charged with crimes each year.

About the SF Public Defender Immigration Defense Unit:

The Immigration Defense Unit strives to ensure that all noncitizens who are detained and facing deportation are provided with effective, zealous and compassionate representation, regardless of their ability to pay. We work in collaboration with others toward a nationwide universal representation model for all non-citizens facing removal.

Position Summary: Deputy Public Defender (Immigration Unit)

We are seeking full-time attorneys to represent detained non-citizens in removal proceedings. Open to members in good standing with the California Bar Association. Applicants must indicate fluency in Spanish for consideration.

Essential Duties:

- Provide full-scope representation to individuals facing removal before the San Francisco Immigration Court, including appeals arising out of those cases with the Board of Immigration Appeals, the Ninth Circuit of Court of Appeals, and the federal U.S. District Courts; and, assist in post-conviction relief remedies; travel to and from distant detention facilities.

- Handle a demanding caseload through all phases of litigation while coordinating the efforts of their support team, including investigators, paralegals, social workers, experts and legal processing clerks.
- Provide advice to Public Defenders pursuant to Padilla v. Kentucky, as well as relevant state law.
- Attend trainings both within and without the office for professional development.
- Participate in and conduct inter-office immigration trainings.

MINIMUM QUALIFICATIONS

1. Juris Doctorate from an accredited law school; **AND**
2. Active membership in good standing of the State Bar of California; **AND**
3. Ability to communicate in Spanish effectively, orally and in writing, especially with monolingual Spanish-speakers.

Desirable Qualifications:

The stated desirable qualifications may be used to identify job finalists at the end of the selection process when candidates are referred for hiring.

- Demonstrated commitment to immigrant rights and criminal defense
- Minimum of two years of immigration law or trial experience strongly preferred
- Strong organizational, problem-solving, and analytical skills
- Excellent written and oral communication skills
- Ability to work as part of a team

HOW TO APPLY

Interested individuals must complete and submit the following:

1. An online Application form; AND
2. A resume and cover letter – Specify proficiency in advance in Spanish. (must be uploaded to the application form at the time of filing); AND
3. A list of three references with contact information (must be uploaded to the application form at the time of filing); AND
4. A writing sample (must be uploaded to the application form at the time of filing).

Applicants are required to attach all the documents listed to the online application. Please use the “Upload Resume” link to attach all the documents to your application. Application without resumes, cover letters, or writing samples will not be considered.

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

- Select the desired job announcement
- 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.

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, @sfpl.org, @dcyf.org, @first5sf.org).

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.

All work experience, education, training and other information substantiating how you meet the minimum qualifications must be included on your application by the filing deadline. Information submitted after the filing deadline will not be considered in determining whether you meet the minimum qualifications.

Applications completed improperly may be cause for ineligibility, disqualification or may lead to lower scores.

If you have any questions regarding this recruitment or application process, please contact the exam analyst, Arlene Laxamana, by telephone at 415.734-3321, or by email at Arlene.Laxamana@sfgov.org

SELECTION PLAN

Applications will be screened for relevant qualifying experience. Only those applicants who most closely meet the needs of the Public Defender's Office will be invited to an interview.

Note: 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.

CONVICTION HISTORY

As a finalist for a job, you will be fingerprinted, and your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigation (FBI). The resulting report of your conviction history (if any) will be used to determine whether the nature of your conviction (or arrest, in limited circumstances) conflicts with the specific duties and responsibilities of the job for which you are a finalist. If a conflict exists, you will be asked to present any evidence of rehabilitation that may mitigate the conflict, except when federal or state regulations bar employment in specific circumstances, such as:

- Candidates for positions with the Unified School District and the Community College District may be disqualified from consideration should their conviction history not meet the standards established under the California Education Code.
- Candidates for positions with the Recreation and Park Department may be disqualified from consideration should their conviction history not meet the standards established under California Public Resources Code 5164.

Having a conviction history does not automatically preclude you from a job with the City.

If you are selected as a finalist, the hiring department will contact you to schedule a fingerprinting appointment.

DISASTER SERVICE WORKERS

All City and County of San Francisco employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the City requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

CONCLUSION

Requests: Applicants with disabilities who meet the minimum eligibility requirements for this job announcement can find information on requesting a reasonable **ADA Accommodation** at:

<http://www.sfdhr.org/index.aspx?page=20#applicantswithdisabilities>

General Information concerning City and County of San Francisco Employment Policies and Procedures: Important Employment Information for the City and County of San Francisco can be obtained at <http://www.sfdhr.org/index.aspx?page=20> or hard copy at 1 South Van Ness Avenue, 4th Floor.

Copies of Application Documents: Applicants should keep copies of all documents submitted, as these will not be returned.

Right to Work: All persons entering the City and County of San Francisco workforce are required to provide verification of authorization to work in the United States.

Terms of Announcement and Appeal Rights: 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. [Note: The correction of clerical errors in an announcement may be posted on the Department of Human Resources website at www.jobaps.com/sf.] The terms of this announcement may be appealed under Civil Service Rule 110.4. Such appeals must be submitted in writing to the Department of Human Resources, 1 S Van Ness Avenue, 4th Floor, San Francisco, CA 94103-5413 by close of business on the 5th business day following the issuance date of this examination announcement. Information concerning other Civil Service Commission Rules involving announcements, applications and examination policies, including applicant appeal rights, can be found on the Civil Service Commission website at <http://sfgov.org/civilservice/rules>.

Issued: March 19, 2018

Micki Callahan Human Resources Director

Department of Human Resources

Recruitment ID Number: PEX – 8177 - 062155

PDR/ACL/ (415)734-3321

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.

For more information about benefits, please [click here](#).

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