



# JOIN OUR TEAM

## DEPUTY CITY ATTORNEY

AT-WILL

**\$10,177-\$15,035 Monthly**

### ABOUT THE POSITION

As a Deputy City Attorney with the City of Hawthorne you will assist with the preparing and drafting briefs, pleadings, ordinances, resolutions, contracts, leases, permits, letters, memos, and other documents; assists in the enforcement of City codes and prosecutes misdemeanor violations of City codes; provides written and oral legal opinions; and prepares for and participates in court hearings, arbitrations, depositions, and trial on behalf of the City; supervises the work of clerical staff; and performs related work as required..

### REQUIREMENTS

- A Juris Doctorate from an American Bar Association or State Bar of California accredited law school;
- Membership in the California State Bar and admission to practice before CA Supreme Court in good standing;
- Experience in California municipal law, specifically providing legal counsel on the Brown Act, California Public Records Act, and Political Reform Act

### DESIRED QUALIFICATIONS

- Excellent written and oral communication and advocacy skills;
- Knowledge of State, Federal, and Municipal Law, specifically criminal law;
- Experience working with governmental agencies, elected officials, public officials, and individual residents;
- **Commitment to valuing diversity and contributing to an inclusive working and learning environment**

**FOR MORE INFORMATION ON DUTIES AND RESPONSIBILITIES OF THE JOB CLASSIFICATION  
AND TO APPLY: [WWW.CITYOFHAWTHORNE.ORG/JOBS](http://WWW.CITYOFHAWTHORNE.ORG/JOBS)**



# Selection Procedures



For consideration, please complete a City employment application with supplemental responses, attach an accomplishment résumé and cover letter. **Filing period opens Friday, January 16, 2026 -until filled. First review of applications week of February 2, 2026.**

All applicants will be reviewed and only those candidates determined to be **most qualified** on the basis of experience and education, as submitted, will be invited to participate in the selection process. The selection process may include but is not limited to an oral interview and/or oral presentation. Successful candidates will be placed on an employment eligible list from which hires may be made.

As a condition of employment, candidates extended an offer of employment will be required to complete a comprehensive background check.

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## Salary and Benefits

The Deputy City Attorney classification is an at-will position and has a 12-step salary scale. The successful candidate can be appointed to a salary step based on years of experience.

The City offers a robust health, retirement and other benefits. Benefits received are in accordance with the Hawthorne Executive Group (HEG) Memorandum of Understanding and benefits may change due to employer-employee negotiations. The City contracts with CalPERS for medical benefits and a defined benefit retirement plan. PEPRA 2% @ 62 and Classic Members 3%@ 60 with EPMC covered by the City.

The City observes 15 paid holidays. HEG employees accrue up to 130 hours of Administrative Leave. For additional details on benefits and salary schedules, refer to the HEG MOU on our website.

The City of Hawthorne is an Equal Opportunity employer and does not discriminate on the basis of race, color, creed, ancestry, national origin, gender, marital status, sexual orientation, religion, age, veteran status or disability.