



The City of Rocklin invites applications for

ASSISTANT CITY ATTORNEY

*\$141,480 - \$192,823

*Effective July 13, 2024 - Salary will increase 2.5% (\$145,017 - \$197,643)

*Effective July 2025 - Salary will increase 2.0%

Open Until Filled. First screening of applications will be July 26, 2024.



THE POSITION

The City Attorney's Office seeks a well-qualified, motivated attorney for the position of Assistant City Attorney. This is an at-will position that serves as an integral part of the City's executive management team.

The Assistant City Attorney may be responsible for handling assignments across a wide range of areas. Assignment may include Public Records Act, Brown Act, contracts, procurement, claims and litigation management, land use, real estate, housing, CEQA, Subdivision Map Act, Planning and Zoning, personnel, code enforcement, public works, conflicts of interest, ordinances, resolutions, permits, and others. Assignments depend on the experience and interests of the Assistant City Attorney and needs of the City.

The City Attorney's Office utilizes the services of outside legal counsel to represent the City in litigation and other legal matters on an as-needed basis, as assigned and managed by the City Attorney.

The Assistant City Attorney receives general direction and supervision from the City Attorney and may provide oversight and supervision to support staff. The Assistant City Attorney will oversee the work of the City Attorney's Office in the absence of the City Attorney. To view the full job description, click [here](#).

The Ideal Candidate

The successful candidate will have a broad base of knowledge and experience in a variety of areas of municipal law and a desire and willingness to gain experience in other areas of law. Experience in each area of law identified in this advertisement is desirable, but not required. Applicants without expertise in one or more areas are nonetheless encouraged to apply.

The ideal candidate will demonstrate a high degree of professionalism, careful attention to detail, strong work ethic, and excellent judgment. The successful candidate will join a City Attorney's Office that values collaboration, a supportive working environment, integrity, witty humor, efficiency, and exemplary customer service.

Applicants with questions or interest in the position are welcome to contact the City Attorney. Inquiries are held in the strictest confidence.

THE DEPARTMENT

The City Attorney's Office consists of the City Attorney, Assistant City Attorney, and Department Administrative Specialist. The City Attorney's Office advises the Rocklin City Council, City Boards and Commissions, and City Departments on the legal propriety of proposed municipal actions. The City Attorney's Office also prepares and/or reviews all ordinances, resolutions, contracts and other documents and represents the City in civil litigation and acts as liaison to outside special counsel.



ROCKLIN COMMUNITY

Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and highest commitment to public safety. Rocklin was recently named as one of top 100 Cities to live in America by Money Magazine, and was named the best place in Placer County to raise a family by Niche.com. Rocklin's outstanding educational system includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities, and William Jessup University, a fast growing private, four-year university. The city enjoys a low crime rate, and all efforts are focused toward maintaining a safe, family environment throughout the community.

The City of Rocklin is located in south Placer County at the intersection of Interstate 80 and State Highway 65, and is characterized by rolling hill terrain with panoramic views of the Sierra Nevada Mountains to the northeast and the Sutter-Butte mountain range to the west. Rocklin is located in proximity to many tourist locations and recreational amenities. It is within 20 minutes of Folsom Lake, 30 minutes of downtown and Old Sacramento, and less than 2 hours from Lake Tahoe, the Pacific Ocean, and the Bay Area. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000.



COMPENSATION & BENEFITS

The annual salary range for the Assistant City Attorney is \$145,017-\$197,643, effective July 13, 2024. Actual salary will be dependent on the experience and qualifications of the successful candidate. In addition to the competitive salary, the City offers an attractive benefits package. A 2.0% base salary increase will occur in July 2025.

Telework

Employees may be eligible to participate in hybrid telework options.

Medical

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees, and the employee pays the difference.

Dental and Vision

City-paid for active employee and dependents.

Retiree Medical

The City contributes up to \$1,200 per month for post-retirement medical insurance premium costs.

Flex Credit

The City provides a flex credit of \$3,600 per fiscal year for any benefit covered under the Cafeteria Plan. The flex credit is prorated and paid over 24 benefit pay periods.

Health Coverage Reduction Incentive

Employees who decline health coverage may receive incentive pay of up to \$250 per month.

Leave Accruals

Management Leave: 64 hours per year

Sick Leave: 12 days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

Retirement

CalPERS Pension: 2% @ 62 (PEPRA) - or - 2% @ 55 (Classic)

Insurance

Life Insurance and AD&D: City paid \$50,000

Long-Term Disability: City paid up to \$6,000/mo

Deferred Compensation

457 and/or 401(a) plan options. \$200 City paid matching funds for 457.

Health & Wellness (paid-time)

Weekly 30-minute yoga class, free chair massages offered monthly, and book clubs.





APPLICATION & SELECTION PROCESS

Minimum Requirements

Graduation from a law school accredited by the American Bar Association with a Juris Doctorate degree;

AND

Five (5) years of increasingly responsible experience as an attorney in the practice of civil or municipal law.

Licenses and Certifications:

- Active membership, in good standing, in the State Bar of California.
- A valid California class C driver's license is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Please note that a resume will not be accepted in lieu of an official City application. The application must be completed in its entirety. All required documents must be attached to the application; missing documents may be submitted until the final filing date. Human Resources will not accept documents after the final filing date.

Recruitment Schedule (Tentative)

Applicants will be screened against the minimum requirements. Depending on the number of applications received, additional screening may be conducted.

Applicants are encouraged to apply online. The position is open until filled. First screening of applications will occur July 26, 2024.

For more information, please contact Human Resources at hr@rocklin.ca.us or 916-625-5050.

CLICK OR SCAN TO APPLY

