



DAVID CHIU
City Attorney

DEPUTY CITY ATTORNEY – REAL ESTATE/FINANCE TEAM

The San Francisco City Attorney's Office is looking for a qualified and motivated attorney to join its Real Estate/Finance Team.

About the Office

The San Francisco City Attorney's Office is an innovative, nationally-recognized municipal law office working to protect and advance the rights and interests of the City and County of San Francisco and its residents. With just over 300 talented, dedicated, and diverse attorneys and support staff, the Office provides exceptional legal services to the City's Mayor, Board of Supervisors, officials, and departments. Our work empowers City leaders with effective, responsive and creative legal solutions and representation so they can deliver critical public services and our affirmative advocacy enhances the lives and wellbeing of the San Francisco's residents and visitors.

The Office recognizes that diversity in the backgrounds, ideas and lived experiences of our employees enriches our workplace and enhances our work. We aspire to recruit, employ, retain and promote capable individuals representing the full spectrum of our community, and welcome all candidates, including candidates of any race, religion, national origin, gender, gender identity or expression, sexual orientation, age and candidates with disabilities. We have a clear vision: to be the place where a diverse mix of talented people want to come and stay, and where employees feel welcomed, engaged and valued for their work and contributions to the Office and the City.

To learn more about the City Attorney's Office please visit: <https://www.sfcityattorney.org/>

To learn more about the Office's efforts to provide a welcoming, diverse, equitable and inclusive workplace please [click here](#).

About the Real Estate/Finance Team

The Real Estate/Finance Team is a collaborative and dynamic group of 11 attorneys (nine real estate and two finance attorneys), two paralegals, and two legal secretaries. The Team oversees the legal aspects of real estate, financial and other business transactions for the City. The Real Estate attorneys work on a wide range of real estate transactions for the City -- from large, complex development projects to purchases and sales, leases, loans, legislation, easements and other real estate matters. The Finance attorneys represent the City on various bond and debt transactions, funding all of the capital required to build, operate and maintain City functions and services. The Team works closely with many City departments, including the Office of Economic and Workforce Development, the Real Estate Department, the Mayor's Office of Housing and Community Development, the Office of Public Finance, the Municipal

Transportation Agency, and the San Francisco Public Utilities Commission. Our real estate lawyers are involved in many large, mixed-use commercial development projects in the City, as well as most affordable housing constructed in the City.

Deputy City Attorney Position and Responsibilities

The Real Estate/Finance Team seeks an experienced real estate transactional attorney. In that capacity, the attorney will perform many functions – primarily negotiating real estate contracts on behalf of various City departments, and advising our clients regarding those contracts and compliance with City requirements. Attorneys will also appear at Board of Supervisor and Commission hearings relating to contracts on which they worked.

Minimum Qualifications

- Licensed to practice law in California, with at least three years transactional real estate experience.

Desired Qualifications

- Excellent drafting and negotiating skills
- Excellent communication and legal analytical skills
- Ability to assume responsibility quickly and work independently and efficiently
- Ability to work collaboratively with colleagues and clients, with a positive attitude
- Ability to manage and appropriately balance multiple assignments, meet deadlines, and adjust to fluctuations in workload
- Commitment to valuing diversity and contributing to an inclusive working and learning environment
- An interest in and commitment to public service
- Understanding of government operations and regulations

Salary and Benefits

The Deputy City Attorney position has a 16-step salary scale ranging from \$131,114 - \$229,736. The successful applicant is appointed to a salary step based on years of experience as a lawyer. The City offers robust health, retirement and other benefits. For more information please visit: <https://sfdhr.org/benefits-overview>. Attorneys are represented by the Municipal Attorneys Association. Information about compensation and benefits can be found here: [8177 Attorney - Classification & Compensation](#)

COVID-19 Vaccination Required as a Condition of Employment

The City and the Office are committed to the health and safety of our employees. Under the City's Vaccination Policy, all City and County of San Francisco employees are required to be vaccinated against COVID-19 as a condition of employment. For details on how this condition applies to your employment, please [click here](#).

Application

To apply for this position, please submit your resume and cover letter to careeropportunities@sfcityatty.org and specify that you are applying for the Real Estate/Finance Team position. Applicants who advance in the selection process must submit at least two references and one writing sample.