

# Deputy County Attorney II, III, IV – Labor Standards Enforcement

## Salary

\$154,856.00 - \$272,459.20 Annually

## Location

Redwood City, County of San Mateo, CA

## Job Type

Full-Time

## Job Number

POSTING ONLY

## Department

County Attorney's Office

## Opening Date

09/25/2024

## Closing Date

10/21/2024 11:59PM

## Description

The County Attorney's Office of the County of San Mateo is seeking well-qualified candidates for the position of **Deputy County Attorney II, III, or IV- Labor Standards Enforcement.**

### **THE COUNTY ATTORNEY'S OFFICE**

The County Attorney's Office (also referred to as the County Counsel's Office) is the general counsel for the County of San Mateo and all of its departments, as well as for many school districts and special districts. As a large company might utilize its in-house counsel, our clients rely on our office for the full range of legal services, covering a broad spectrum of practice areas. The office's more than 30 attorneys handle nearly all of the County's civil litigation, including employment, contract, commercial, personal injury, probate matters, civil rights, child welfare, taxation, environmental law and impact litigation.

### **THE POSITION**

The position will be a Deputy County Attorney II, III or IV, depending on the selected candidates' experience and qualifications. The starting salary ranges from \$154,856.00 to \$272,459.20 depending upon the level of each position, but the job description and duties remain the same.

Recently the County Board of Supervisors passed a Resolution directing the County Executive to take the necessary steps to establish an Office of Labor Standards Enforcement (OLSE). The OLSE envisions all workers being paid a fair wage and

treated respectfully in San Mateo County. The OLSE will provide outreach and education to workers and employers within the County about labor standards, including wage-per-hour requirements. The OLSE will also coordinate investigation and enforcement efforts regarding labor standard violations within the County. The OLSE will be a collaborative partnership between the Office of Racial and Social Justice, the County Attorney's Office, and the District Attorney's Office, integrating the strengths across offices to implement the functions of the new OLSE for the County of San Mateo.

This position will advise the OLSE on all legal aspects of their work. This position will also review, triage, and investigate allegations of labor standard violations, calculate lost wages and penalties, communicate with employers regarding violations, negotiate restitution for impacted employees as needed, and file prosecutions of such violations, when appropriate. This position will serve as both in-house counsel to the OLSE as well as trial counsel for labor standard enforcement efforts. Because this is a new position supporting a new County function, it requires someone who is a self-starter with knowledge and experience of labor standards and wage and hour laws.

## **Qualifications**

- At least a minimum of two (2) years of experience as a practicing attorney is required;
- Experience with labor standards enforcement and or wage and hour litigation;
- Membership in good standing with the California Bar;
- A demonstrated history of hard work, dedication, and academic excellence;
- Ability to prioritize and manage several simultaneous projects under deadlines;
- Flexibility and eagerness to learn;
- Self-motivation;
- Ability to and a willingness to pitch in and help colleagues;
- Exceptional legal research and writing skills;
- Strong communication skills with the ability to explain complex legal issues to judges, arbitrators, a diverse range of clients, and members of the public;
- The ability to establish and maintain excellent working relationships with colleagues, community-based partners, community members, and clients;
- Impeccable ethics and professionalism; and
- Proficiency in Spanish a plus.

## **Application/Examination**

All applications containing the required materials are reviewed and, typically, multiple rounds of oral interviews are conducted with selected applicants. Selection of candidates for the positions will be made following oral interviews and reference checks.

**Please combine the application materials into one PDF file and submit to:**  
[SMC-CountyAttorney@smcgov.org](mailto:SMC-CountyAttorney@smcgov.org)

**Applicants must provide the following:**

- Resume, including educational and employment history, bar admission(s), listing bar number and dates of admission, scholastic and professional honors, and publications.
- One Writing Sample (preferably a substantive legal pleading or memorandum) not to exceed 20 pages in length.
- List of references, including at least one supervisor from the last two years and one peer attorney or client who has worked extensively with you.
- Cover Letter and/or attachment **addressing the following**:
  1. Why are you seeking a position with the Office of the County Attorney?
  2. What are your short-term and long-range goals regarding the practice of law?
  3. What is the general nature of your current practice?
  4. Summarize any experience you may have practicing on behalf of public entities over the last five years.
  5. Summarize your experience in labor standards enforcement and/or wage and hour related law.
  6. Summarize your experience working with clients and community members with limited English proficiency.
  7. Summarize your experience in court, administrative hearings, and/or arbitrations over the last five years.
  8. Please provide the name of your supervisor for each legal position held and indicate whether we may contact them at this time. If so, please provide their preferred contact information.
  9. Have you ever been fired or resigned after being requested to do so? If so, please explain.
  10. Please tell us how you learned of this opening.

**All application materials must be received by 11:59 p.m. on October 21, 2024. Late or incomplete entries may not be considered.**

### **EMPLOYEE BENEFITS**

**General Information:** Benefits include health, vision, and dental plans, as well as vacation, sick leave, and administrative/management leave time.

#### ***Other Benefits Include:***

- Employee Health and Wellness Program
- Employee Assistance Program
- Dependent Care Assistance Plan
- Voluntary Time Off
- Tuition Reimbursement Program
- Continuation of Coverage Program
- Basic and Additional Life Insurance
- Deferred Comp Plan
- Payment of State Bar Dues
- Payment of San Mateo County Bar Dues
- Teleworking up to two days per week following an initial six-month onsite training period

Additional information concerning all of the available employee benefits may be obtained in the [2024 Active Employee Benefits Guide](#) and the [2024 Retiree Benefits Overview](#).

**County of San Mateo is an Equal Opportunity Employer**