



City Attorney

Civil Division Volunteer Attorney Program Fact And Information Sheet

The Office of the City Attorney, Civil Division, offers volunteer opportunities for licensed California attorneys to obtain valuable legal experience. Volunteer Attorneys do not receive compensation or benefits.

The City Attorney's Office is the chief legal advisor for the City and all City departments. The Civil Division of the Office has two distinct roles: Advisory (In-House Counsel) and Civil Litigation. The Civil Division has a breadth of legal practice areas that is virtually unparalleled.

The Volunteer Attorney program offers an excellent opportunity for attorneys to obtain “hands on” experience in a variety of practice areas while completing meaningful and interesting work. Volunteer attorneys are assigned to a Civil Division unit and work closely with litigators or advisory attorneys.

Pursuant to the San Diego Charter, Volunteer Attorneys cannot practice law outside of the City Attorney's Office during their participation in the volunteer program. Volunteer attorneys are also subject to the provisions of City Administrative Regulation 95.60 re: Conflict of Interest and Employee Conduct, including a prohibition on accepting any matters adverse to the City for a period of one year after the end of the volunteer period.

Volunteer Attorneys must commit to a regular work schedule of at least 20 hours per week for a three-month period. Regular office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

APPLICATION PROCESS

Please provide a letter of interest and a current résumé via email to cityattycivilinternprog@sandiego.gov. Applications may be submitted at any time.