



**Title: Attorney II**

FLSA Status: EXEMPT

**BRIEF DESCRIPTION:**

The purpose of this position is to provide legal advice and support for the District in advisory, transactional, litigation and other legal matters as assigned by the Chief Legal Counsel. This work is mainly accomplished by gathering and interpreting data, including meeting and correspondence with District staff and third parties to elicit information and discuss relevant concerns about issues, transactions, and litigated matters; conducting legal research; preparing legal analyses, memos, and pleadings; drafting contracts and other documents; preparing materials to be presented to the Board of Directors, courts, and other entities; appearances before state and federal courts and other tribunals; and preparing memoranda, opinions, and recommendations in response to requests for legal advice by District staff.

This is the fully qualified professional journey level in the attorney series wherein the incumbent receives general instructions regarding the scope and approach to projects or assignments. Incumbent is expected to exercise judgment and initiative while handling legal matters and is fully aware of the operating procedures and policies of the District and the practice of law. This class is distinguished from the Attorney III in that the latter is responsible for more difficult or complex legal work.

**ESSENTIAL FUNCTIONS:**

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

<b>(S) Sedentary</b>	<b>(L) Light</b>	<b>(M) Medium</b>	<b>(H) Heavy</b>	<b>(V) Very Heavy</b>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Handles litigation and transactional matters, which may include tort liability, insurance, procurement, contract, environmental, permit, real property, development, transit, civil rights, labor, personnel, pension, funding, and administrative law issues. Incumbents develop guidelines, procedures and forms; ensure compliance with state and federal laws and regulations; and advise and assist staff on legal issues. In relationship to litigation assignments, incumbents may evaluate liability; collect and prepare evidence; interview and prepare witnesses; prepare pleadings; conduct and respond to discovery; monitor and direct outside legal counsel; and represent the District in court, mediation/arbitration, and administrative proceedings. In relationship to transactional assignments, incumbents may evaluate liability; review procurement documents; prepare contract for goods, services and	55%



		construction; review and prepare real property documents; review and prepare other agreements, including collective bargaining agreements and pension plans; review environmental documents; review and prepare labor and personnel-related documents; and monitor and direct outside legal counsel.	
2	S	Review, revise and prepare District policies, issue papers, resolutions and ordinances.	10%
3	S	Identify legal issues; conduct legal research; analyze legal issues; discuss issues with supervisor; prepare draft memorandum and opinions; monitor and provide advice on new legal developments related to new cases, laws, and regulations affecting the District.	15%
4	S	Prepare responses to staff inquiries; work with staff to obtain factual background; conduct and analyze legal research; draft written responses with legal conclusions; advise staff; conduct appropriate follow-up to ensure resolution; interpret existing District agreements and advise management and staff of interpretation; and advise staff and management regarding legal issues including on performance and obligations on construction projects, on matters with direct consequence to organization's receipt, expenditure, and reimbursement of funds, on issues related to District funds, including retirement funds and associated financial obligations; may administer and manage expert consultant contracts.	20%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Juris Doctor degree or equivalent from an accredited school of law.  Substitution of experience for the required education is not accepted.
Experience	A minimum of three (3) years of progressively responsible experience as a practicing attorney, preferably practicing public agency law and/or civil litigation,  OR  A minimum of two (2) years of experience as an Attorney I with Sacramento Regional Transit District.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed



	periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has no budget responsibility. Position has limited fiscal responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid California State Bar License

<b>KNOWLEDGE</b>
<ul style="list-style-type: none"> <li>• Principles and practices of civil, constitutional, contract, property, governmental liability, administrative, and public agency law.</li> <li>• Legal research techniques.</li> <li>• Rules of evidence, discovery, and civil procedure.</li> <li>• State and federal law and regulations related to organization, financing, operations, and liability of District.</li> <li>• District procedures and policies.</li> <li>• California Public Records Act.</li> <li>• Conflict of Interest law.</li> <li>• Rules of professional responsibility.</li> </ul>

<b>SKILLS</b>
<ul style="list-style-type: none"> <li>• Advanced word processing, spreadsheet, presentation and database software</li> <li>• Specialized software related to functional area</li> </ul>



**ABILITIES**

- Development of legally supportable conclusions on issues for which there does not appear to be a clearly stated rule or precedent.
- Interpret and analyze complex legal issues.
- Identify and investigate complex questions of fact and law.
- Identify and locate witnesses, records, and experts.
- Identify material terms and principles applicable to various types of commercial transactions.
- Effective preparation of contracts, opinions, and other legal documents.
- Resolve differences of opinion with opposing counsel regarding such issues as risk of loss, indemnification, insurance coverage, bonding, and discovery.
- Effective communication to staff and management on legal issues.
- Principles and methods of negotiation.
- Balance priority assignments.
- Preparation of persuasive written and oral presentations.



**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with “X”-

Sedentary <b>X</b>	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making Presentations; Observing work duties; Communicating with co-workers
Sitting	C	Desk work, Meetings, Driving
Walking	F	To other departments/offices; Around work site
Lifting	O	Supplies; Files
Carrying	O	Supplies; Files
Pushing/Pulling	O	File drawers; Equipment; Tables and chairs
Reaching	O	For supplies; For files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; Telephone keypad; Calculator
Kneeling	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	F	From computer to telephone; Getting inside vehicle
Climbing	O	Stairs; Ladders; Step stools
Balancing	R	On ladders; On step stools
Vision	C	Reading; Computer screen; Driving; Observing work site
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	R	Driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Telephone, fax machine, calculator, copier, scanner, computer and associated hardware and software.



**ENVIRONMENTAL FACTORS:**

<b>C</b> Continuously	<b>F</b> Frequently	<b>O</b> Occasionally	<b>R</b> Rarely	<b>N</b> Never
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<b>D</b> Daily	<b>W</b> Several Times Per Week	<b>M</b> Several Times Per Month	<b>S</b> Seasonally	<b>N</b> Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

**PROTECTIVE EQUIPMENT REQUIRED:** None

**NON-PHYSICAL DEMANDS:**

<b>F</b> Frequently From 1/3 to 2/3 of the time	<b>O</b> Occasionally Up to 1/3 of the time	<b>R</b> Rarely Less than 1 hour per week	<b>N</b> Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 2 below)	

(2) N/A

**PRIMARY WORK LOCATION:**

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3) N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.