



Title: Senior Attorney

FLSA Status: EXEMPT

BRIEF DESCRIPTION:

The purpose of this position is characterized by a combination of supervisory duties over legal staff and the practice of law by providing legal advice, support, and representation for the District in the most complex advisory, transactional, litigation and other legal matters as assigned by the Chief Legal Counsel, including litigation of highly complex and/or controversial administrative and civil matters which may have substantial impact on the organization. Under administrative direction, this position assists in organizing, coordinating and directing the activities of legal services including supervising the conduct of advisory, transactional, litigation, dispute resolution and other legal matters in support and representation for the District. 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; coordinating assignments with legal staff; 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.

Incumbents apply highly specialized expertise to the most complex and specialized assignments. This class works under the guidance of the Chief Legal Counsel, receiving administrative direction regarding the goals and approach to projects or assignments, but retaining discretion over the procedures and techniques to be applied to an assignment. This class is distinguished from the Chief Legal Counsel in that the latter is the Department Head with full and final responsibility and authority for operations and activities of the Legal Counsel’s Office.

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.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Supervises professional, paraprofessional and support staff; communicates departmental goals and objectives and guides staff toward accomplishment of such; maintains knowledge of pertinent federal and state laws, regulations, rulings, interpretations and court decisions as they affect the District and provides advice and guidance to staff imparting knowledge of case law and legislative action.	10%



2	S	Supervises conduct of litigation, dispute resolution services and transactional matters for the District. Evaluates new litigation files; monitors case management and conduct of litigation. Develops and implements litigation guidelines, procedures, and forms. Reviews litigation work to ensure completeness, accuracy, and timeliness. Develop litigation strategies. Recommend, coordinate, monitor, and direct outside legal counsel; and resolve differences related to transactions with opposing counsel. Prepare complaints and responsive pleadings; prepare and respond to written discovery; take and defend depositions; review, interpret, and summarize records; prepare and collect documents and other evidence; communicate with clients, witnesses, experts, insurance carriers, and opposing counsel; assess exposure in case or dispute; draft briefs; prepare witnesses; attend hearings; prepare and present oral argument in court or other proceedings; and perform additional tasks in support of litigated cases. Supervises development and review of procurement, real property, environmental, and labor and personnel-related documents, and other agreements, including collective bargaining agreements and pension plans.	50%
3	S	Draft, review, and prepare contract documents for litigation related services. Ensure compliance with federal and state laws and regulations and grant restrictions. Advise staff on liability issues. Interpret collective bargaining agreements and memorandums of understanding. Review, revise, prepare and draft District policies, issue papers, resolutions and ordinances. Assist in preparation of draft legislation.	10%
4	S	Identify legal issues; conduct legal research; analyze legal issues; discuss issues with legal staff and management; prepare memorandum and opinions on complex legal issues; monitor and provide advice on new legal developments related to new cases, laws, and regulations affecting the District.	15%
5	S	Prepare responses to staff inquiries; work with staff to obtain factual background; conduct and analyze legal research; draft written responses with legal conclusions; conduct appropriate follow-up to ensure resolution; interpret existing District agreements and advise management and staff of interpretation; and advise staff, management and Board regarding legal issues including liability issues, on performance and obligations on construction projects, on matters with direct consequence to organization's receipt, expenditure, and reimbursement of funds; may administer and manage expert consultant contracts; assists in disciplinary actions and defending management in employee grievances.	15%



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 eight (8) years of progressively responsible experience as a practicing attorney, preferably practicing public agency law and/or civil litigation, OR A minimum of three (3) years of experience as an Attorney III or comparable position with Sacramento Regional Transit District.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/effectiveness, performance evaluations and realigning work as needed. A first line supervisor typically performs these functions.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.
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 moderate budget 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



KNOWLEDGE

- Principles of public law office management.
- Principles and practices of civil, constitutional, contract, property, governmental liability, administrative and public agency law.
- Legal research techniques.
- Rules of evidence, discovery, and civil procedure.
- State and federal law and regulations related to financing, operations, and liability of District.
- California Public Records Act.
- Conflict of Interest law.
- Public transit law.
- Rules of professional responsibility.

SKILLS

- Advanced word processing, spreadsheet, presentation and database software
- Specialized software related to functional area

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 most complex legal issues.
- Identify and investigate most 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.
- Coordination of information among departments to obtain consensus on issues and agency policies/procedures.
- Preparation of persuasive written and oral presentations.



OVERALL PHYSICAL STRENGTH DEMANDS:

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

Sedentary X	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:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N 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:

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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-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.