



## Staff Attorney I

### **DEFINITION**

Under supervision and direction of the District's General Counsel, provides a broad range of professional and legal advice to District departments and officials; represents the District in litigation and administrative proceedings; researches, reviews and drafts a variety of legal documents.

### **DISTINGUISHING CHARACTERISTICS**

Staff Attorney I is the entry-level mid-management classification in the Staff Attorney series performing legal work under the general direction and supervision of the District's General Counsel. This class is distinguished from the Staff Attorney II and III levels by the amount of experience attained in the performance of assigned functions. Incumbents work under the close supervision and guidance of the District's General Counsel. This class serves as a training class and typically requires at least two years of experience at this level before advancing to the Staff Attorney II level.

Positions in the Staff Attorney class series are flexibly staffed; positions at the Staff Attorney II level are normally filled by advancement from the Staff Attorney I level; progression to the Staff Attorney II level is dependent on (i) management affirmation that the incumbent is performing the full range of duties assigned to the classification; (ii) satisfactory work performance; (iii) the incumbent meeting the minimum qualifications for the classification including any licensure and certification requirements; (iv) the incumbent satisfactorily meeting the internal promotional criteria; and (v) management approval for progression to the Staff Attorney II level.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:**

- Researches and provides oral and written legal advice on a broad range of legal issues affecting the District, District departments and officials; recommends changes in policies and procedures in order to meet legal requirements.
- Studies, interprets, analyzes and applies laws, case law, ordinances and regulations in advising and preparing opinions and documents.
- Renders advice and assistance in administration of District's general liability risk management and insurance programs.
- Represents the District in judicial and administrative proceedings such as trials, arbitrations and hearings.
- Prepares all forms of pleadings including motions, points and authorities, declarations and briefs.

- Prepares draft documents, and reviews a variety of legal documents including contracts, leases, MOU's, security instruments, indentures, deeds and other legal documents and instruments; participates or conducts negotiations on the terms of such documents and instruments on behalf of the District; offers opinions on the legal acceptability of such documents and instruments when presented to the District by outside agents or agencies.
- Reviews new and proposed State and Federal legislation and administrative regulations affecting District interest and advises District officials on the potential impacts they would have on District operations; drafts proposed resolutions and ordinances for adoption by the Board of Directors and opinions about the validity and enforceability of the proposed District legislation.
- Attends Board and Committee meetings and meetings with District staff and representatives of outside agencies and parties; makes Board presentations.
- Responds to employment and labor relations, environmental and municipal law matters.
- Coordinates activities with those of other departments, outside agencies and organizations; reviews and coordinates work of outside legal counsel on litigation matters.
- Attends and participates in professional group meetings; reviews legal periodicals; stays current on legal issues and cases.
- Performs related duties as assigned or required.

### **QUALIFICATIONS FOR EMPLOYMENT**

#### Knowledge of:

- Fundamental principles and practices of California law, municipal/government law, civil & administrative law and procedure;
- Methods and techniques of legal research;
- Procedural rules and regulations of local courts and federal and state agencies, trial and hearing procedures and the rules of evidence and the statutory and constitutional laws of the State of California.

#### Ability to:

- Interpret and apply local, state and federal regulations and laws;
- Analyze a wide variety of legal documents, reports and instruments;
- Establish and maintain effective professional working relationships with District employees and officials, District consumers, the courts, outside consultants and counsel and the public;
- Communicate effectively and concisely orally and in writing with a diverse group of clients, witnesses and consumers; actively listen and respond appropriately;
- Learn to present statements of law and fact and arguments clearly and logically;
- Research and write clear and concise legal opinions, pleadings and other documents and briefs;

- Effectively conduct legal research;
- Listen carefully; negotiate effectively; communicate concisely and clearly both orally and in writing;
- Establish and maintain effective professional working relationships with those contacted in the course of work.

Education and Experience: Any combination equivalent to education and experience that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- A Juris Doctorate from a California and American Bar Association (ABA) accredited law school or equivalent and six months of experience working as an attorney, law clerk, intern and/or extern inside a public agency, a local/state government agency or a law firm that provides advice and counsel to public agencies.

#### **OTHER REQUIREMENTS**

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”

#### **LICENSES AND/OR CERTIFICATIONS**

- Professional License: Member California Bar Association and licensed to practice law in the State of California.
- Depending upon assignment, possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will need the mobility to work in a standard office setting, use standard office equipment such as a personal computer, word processing and data base software, calculator, a copy and/or fax machine; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time; operate office equipment requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses repetitive hand movement, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. The employee is occasionally required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials and other packages weighing up to 10 to 25 pounds.

The noise level in the work environment is quiet to moderate noise. Position may require the ability to work overtime and weekends as needed.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: December 2017

Revised: March 2023

Approved by: Human Resources Manager March 30, 2023