



**ATTORNEY I/  
ATTORNEY II/  
ATTORNEY III**

FC: LF105, LF110, LF115  
PB: 06, 09, 10  
FLSA: Exempt

PC: 761, 762, 765  
BU: 94 (NR)  
Created: June 1987  
Revised: April 11, 2007

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Performs a broad variety of professional legal duties in the Office of the General Counsel in support of the District including the provision of legal advice to District staff, management and the Board of Directors; prepares and drafts correspondence, opinions, policies, briefs and pleadings; reviews, and responds to claims and lawsuits against the District; and performs related duties as assigned.

**CLASS CHARACTERISTICS**

**Attorney I**--This is the entry level class in the Attorney series. This class is distinguished from the Attorney II by the performance of the more routine tasks and duties assigned to positions within the series. Since this class is typically used as a trainee level class, employees may have only limited or no directly related work experience.

**Attorney II**--This is the full journey level class within the Attorney series. Employees within this class perform the full range of duties as assigned. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are normally filled by advancement from the I level, or when filled from the outside, have significant related civil or public law experience. This class is distinguished from the Attorney III in that the latter has significant experience as an attorney for the District and performs functions with minimal supervision.

**Attorney III**--This is an advanced journey level class within the Attorney Series. Employees within this class perform the full range of duties assigned with minimal direction and are fully aware of the operating procedures and policies of the Office of the General Counsel and the District. Because of their long-term experience with the District, attorneys at this level frequently work closely with the senior management. This class is distinguished from the Senior Attorney in that the latter possesses a specialized, technical,

or functional expertise within the area of assignment or exercises lead supervision over assigned lower level professional staff.

### **REPORTS TO**

The positions report to either the Senior Attorney or the Associate General Counsel.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Reviews, prepares, and assists in the negotiation of contracts and agreements, including competitive bid construction and procurement contracts, professional services agreements, joint powers and other public agency agreements.
2. Confers with and advises officers and employees of the District on legal questions pertaining to their respective duties, powers, functions and obligations.
3. Advises management on a wide variety of labor and employment matters; provides legal support and advice for collective bargaining including drafting, reviewing and interpreting contract language; represents the District in labor arbitrations.
4. Prepares and drafts various types of legal correspondence including letters, memos, briefs, pleadings, and opinions regarding settlements and negotiations.
5. Conducts legal research; review claims and lawsuits filed against the District; coordinates investigations; facilitates negotiation of claims; drafts settlement agreements.
6. Represents the District in and/or assists Senior Attorneys in preparation for court appearances including hearings and trials; arranges and attends depositions.
7. Reviews new and existing statutes and regulations that may affect the District; advises staff on the impact of new or existing legislation; drafts proposed legislation.
8. Prioritizes workload; maintains a calendar of activities, appointments, legal engagements and meetings.
9. Attends and participates in special group meetings; stays abreast of new trends and innovations in the legal field.
10. Receives and responds to written and verbal inquiries; prepares answers to certain public inquiries.

### **QUALIFICATIONS**

#### **Attorney I**

#### **Knowledge of:**

## **Attorney I/II/III**

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California and federal statutory, case, administrative and constitutional law.  
Contract and labor law.  
Trial and administrative hearing procedures and rules of evidence.  
Methods and techniques of legal research.  
Current office procedures, methods and equipment including use of computers.

### **Skill in:**

Preparing clear, concise and competent briefs, pleadings, opinions, reports, agreements, correspondence and other written documents.  
Presenting statements of fact, law and arguments clearly and logically in oral form.  
Preparing a variety of legal documents, including agreements and contracts.  
Performing legal research, analyzing, appraising and applying legal principles, facts and precedents to difficult legal problems and making sound recommendations.  
Representing the District's position effectively and persuasively in labor arbitrations and administrative proceedings.  
Establishing and maintaining effective working relationships with those contacted in the course of work.

## **MINIMUM QUALIFICATIONS**

### **Education:**

An appropriate law degree from an accredited law school.

### **Experience:**

No prior legal experience required. However, preference may be given to applicants who possess verifiable experience as an attorney engaged in the practice of civil law, preferably in the public sector.

### **License or Certificate:**

Current active membership in the California State Bar.

## **Attorney II**

In addition to the qualifications for Attorney I:

### **Skill in:**

Representing the District's position effectively and persuasively in trial and appellate proceedings.  
Overseeing and coordinating with outside counsel.  
Assisting in the planning, organization and supervision of a public entity legal department.

## **MINIMUM QUALIFICATIONS**

### **Experience:**

Three (3) years of (full-time equivalent) verifiable experience as an attorney engaged in the practice of civil law, preferably in the public sector.

**Attorney III**

In addition to the qualifications for Attorney II:

**MINIMUM QUALIFICATIONS**

**Experience:**

Seven (7) years of (full-time equivalent) verifiable experience as a practicing attorney in the Office of the General Counsel or legal office of comparable size and complexity.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**EEOC Code: 02**

**Safety Sensitive Designation: No**