



## ATTORNEY I

**JC:** LF105  
**PB:** 6  
**FLSA:** Exempt

**BU:** 94 (NR)  
**Created:** June 1987  
**Revised:** June 2019

*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**

Under general supervision, 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; performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the professional entry-level classification in the Attorney series. Classifications at this level perform entry level tasks and duties and is typically used as a training level classification and incumbents may have only limited or no directly related work experience. This classification is distinguished from the Attorney II by the performance of the more routine tasks and duties assigned to positions within the series.

### **REPORTS TO**

Senior Attorney or designee.

**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. Responds to California Public Records Act requests.
4. Defends pitchless motions.
5. 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.

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6. Prepares and drafts various types of legal correspondence including letters, memos, briefs, pleadings, and opinions regarding settlements and negotiations.
7. Conducts legal research; reviews claims and lawsuits filed against the District; coordinates investigations; facilitates negotiation of claims; drafts settlement agreements.
8. Represents the District in and/or assists Senior Attorneys in preparation for court appearances including hearings and trials; arranges and attends depositions.
9. 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.
10. Prioritizes workload; maintains a calendar of activities, appointments, legal engagements and meetings.
11. Meets with and advises local clients.
12. Meets with and participates in special group meetings; stays abreast of new trends and innovations in the legal field.
13. Receives and responds to written and verbal inquiries; prepares answers to certain public inquiries.

### **Knowledge of:**

- California and federal statutory, case, administrative and constitutional law
- Contractual and labor law
- California Public Records Act
- 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
- Government Contracting Code
- Uniform Commercial Code
- Common law contracts principals
- Bay Area Rapid Transit District contract templates
- Law and Motion practices

### **Skill/Ability in:**

- Preparing 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
- 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
- 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

- Evaluating options and presenting options to District staff

**MINIMUM QUALIFICATIONS**

**Education:**

Bachelor's degree in criminology or related field from an accredited college or university. Juris Doctorate required.

**Experience:**

No prior legal experience required.

**License or Certificate:**

Current active membership in the California State Bar

**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.

**BART EEO-1 Job Group:** 3500 – Professionals  
**Census Code:** 2100 – Lawyers, Judges, Judicial Workers  
**Safety Sensitive:** No