



## SENIOR ATTORNEY

JC: LF120  
PB: 12  
FLSA: Exempt

BU: 94 (NR)  
Created: October 2000

*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**

Leads, oversees and participates in the more complex and difficult work of staff responsible for providing legal assistance to the General Counsel's Office; conducts complex labor arbitration and represents the District in formal litigation and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the advanced journey level class in the Attorney series. Positions at this level possess a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff. Employees are typically assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties.

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

1. Leads, plans, and reviews the work of staff responsible for providing legal assistance to the General Counsel's Office including reviewing claims and lawsuits, and providing legal advice; conducts complex labor arbitration and represents the District in formal litigation.
2. Plans, directs and participates in litigation involving labor and employee relations matters; prepares court litigation documents including pleadings, motions, briefs and responses.
3. Plans, directs and participates in other litigation matters as assigned; prepares court litigation documents including pleadings, motions, briefs and responses.
4. Initiates, researches, prepares, and presents opinions, briefs, arguments, and pleadings in litigation and arbitrations.
5. Represents the District in proceedings before Federal and State courts, mediation and administrative hearings.
6. Provides legal advice to District staff in connection with labor negotiations, grievances, arbitration and general employer-employee issues; directs and participates in litigation; assists in the preparation of legal documents or cases for arbitration and litigation.

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7. Prepares, drafts and develops a variety of complex legal documents including contracts, agreements, ordinances, appeals and resolutions.
8. Trains assigned staff in their areas of work including methods, procedures and techniques of applying contractual, labor, and administrative law.
9. Coordinates activities of outside legal specialists engaged by the District for specialized services.
10. Verifies the work of assigned employees for accuracy, proper work methods, techniques and compliance with legal standards and practices.
41. Attends and participates in professional group meetings; stay abreast of new trends and innovations in the legal field.
52. As assigned, represents the General Counsel's office to outside agencies and the public.
13. Serves as liaison for the General Counsel's office as required.
14. Supervises office operations in the absence of the General Counsel and Associate General Counsel

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services and activities of a public agency legal services program.
- State and Federal statutory, case, administrative and constitutional law.
- Principles of labor, contractual, constitutional, and administrative law.
- Rules of evidence for trials and administrative hearings.
- Statutes and codes applicable to civil and appellate proceedings.
- State and Federal court rules, regulations, policies and procedures.
- Duties, powers, limitations and authorities of a licensed attorney.
- Principles of lead supervision and training.
- Principles and practices of budget preparation and administration.
- Related Federal, State and local laws, codes and regulations.

### **Skill in:**

- Leading, organizing and reviewing the work of legal staff.
- Providing responsible assistance to the General Counsel.
- Researching, analyzing, and applying legal principles, facts, evidence and precedents.
- Providing legal advice and counsel.
- Preparing complex legal documents including ordinances, resolutions, agreements and contracts.
- Preparing, presenting and conducting trials, hearings and appeals.
- Presenting legal statements and arguments clearly and logically in both written and oral form.
- Interpreting, explaining and enforcing District policies and procedures.
- Interpreting and applying Federal, State and local policies, laws and regulations.
- Working independently in the absence of supervision and during irregular work hours.
- Understanding and following oral and written instructions.
- Communicating clearly and concisely, both orally and in writing.

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- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**MINIMUM QUALIFICATIONS**

**Education:**

An appropriate law degree from an accredited law school.

**Experience:**

Seven (7) years of (full-time equivalent) verifiable experience as a practicing attorney.

**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