



ATTORNEY III

Office: General Counsel
Status: Exempt - Confidential
Grade: 47CA

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Staff
Supervises: Staff as assigned

DEFINITION

The Attorney III Confidential (AIIIC), under the general direction of Executive Staff, provides substantive and technical leadership, project and case management, and assumes responsibility for the most complex cases, trials, and projects. The AIIIC takes a leadership role in the formulation, determination and effectuation of management policies in the administration of employee and labor relations, and is responsible for maintaining confidentiality concerning such matters. In addition, the AIIIC may supervise subordinate staff.

MAJOR DUTIES & RESPONSIBILITIES

1. The AIIIC maintains close working relationships with Executive Staff in performing the duties and responsibilities of the position.
2. The AIIIC may act as a team leader and is responsible for overseeing the substantive work of attorneys and/or other personnel assigned to projects.
3. The AIIIC manages the development, preparation, and/or presentation of research projects, investigations, proceedings, or other legal projects, as assigned.
4. The AIIIC is responsible for the timely process of matters assigned.
5. The AIIIC provides substantive and procedural advice within the assigned area and responds to requests for information from constituencies.
6. The AIIIC independently researches, interprets, and applies legal principles of the most complex nature within the assigned work area.
7. The AIIIC may assist in the selection, evaluation, training, and direction of subordinate staff.
8. The AIIIC may assess workloads and assign employees as necessary to ensure the timely and proper level of support for ongoing activities.
9. The AIIIC maintains adequate case, file, and related records to ensure effective completion of projects assigned, and assists in the evaluation of the work product.

MAJOR DUTIES & RESPONSIBILITIES *(Continued)*

10. The AIIC stays informed and keeps persons within his/her area of responsibility informed concerning the applicable law, rules, procedures, policies, and practices relating to the functions assigned.
11. The AIIC may evaluate administrative problems and procedures and recommend solutions and or alternative methods of procedures.
12. The AIIC undertakes and oversees the preparation and presentation of the most significant investigation, trials, research, and other projects within the assigned area.
13. The AIIC is responsible for coordinating issues and activities within the organization, as appropriate.
14. The AIIC assumes a leadership role in advising management in the effectuation and/or formulation of management policy in the field of employer-employee relations and maintains confidentiality in doing so.
15. The AIIC may perform other similar or related duties which may not be specifically included within this position description, but which are consistent within the general level of the job and the responsibilities described.

KNOWLEDGE & SKILLS

1. Substantive knowledge of law, rules, decisions, practices, and procedures of the State Bar, California Supreme Court, State Bar Court, and California Legislature.
2. Substantive knowledge of effective case management, investigation, and presentation to administrative bodies.
3. Scope and character of federal and California statutory law and provisions of the federal and California constitutions.
4. Rules of evidence and conduct of proceedings in trial and appellate courts in California.
5. Principles of effective work coordination and strong case/project management.
6. Advanced analytical skills.
7. Principles of effective client relations.
8. Principles of public speaking.
9. Advanced legal research methods and trial principles and techniques.
10. Principles of the preparation of reports, briefs, opinions, and pleadings.
11. Principles of office management and supervision.
12. Principles of conflict resolution.

ESSENTIAL ELEMENTS / ABILITY TO

1. Receive and relay detailed information through verbal and written communications.
2. Possess visual capacity and digital dexterity to operate a computer and other standard office equipment.
3. Make fine visual distinctions proofreading written documents and viewing information on a computer screen.
4. Conduct legal research using computer technology and traditional library resources.
5. Communicate effectively before large groups of people.
6. Obtain and present material in oral and/or written form.
7. Work under pressure of short deadlines.
8. Travel by air and automobile.
9. Review and analyze complex written documents.

ESSENTIAL ELEMENTS / ABILITY TO *(Continued)*

10. Principles of the preparation of reports, briefs, opinions, and pleadings.
11. Principles of office management and supervision.
12. Principles of conflict resolution.

MINIMUM QUALIFICATIONS

1. Must be an active member, in good standing, in the State Bar of California and
2. Minimum four (4) years progressively responsible and pertinent experience in litigation and/or transactional legal work which demonstrates the knowledge and skills necessary to this position.
3. Accomplished computer keyboarding skills.

Revised December 2012