



SENIOR ATTORNEY

Office: Multiple
Status: Exempt – Attorney Unit
Grade: 17A

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Staff
Supervises: Staff as assigned

DEFINITION

The Senior Attorney, under the general direction of one or more senior attorneys and Executive Staff, provides substantive and technical leadership, project and case management and assumes responsibility for the most complex, difficult cases, trials, and projects. In the Office of the Chief Trial Counsel (OCTC), the Senior Attorney has lead responsibility on all matters that proceed to trial. The Senior Attorney may delegate trial preparation and trial appearances in uncontested and routine trials to a lesser graded Attorney. In addition, the Senior Attorney may supervise subordinate attorneys and staff.

MAJOR DUTIES & RESPONSIBILITIES

1. The Senior Attorney manages the development, preparation, and/or presentation of research projects, investigations, proceedings, trials or other legal projects as assigned and as directed by a more senior graded attorneys.
2. The Senior Attorney is responsible for the timely processing of matters assigned and as directed by a more senior graded attorneys.
3. The Senior Attorney provides substantive and procedural advice within the assigned area and responds to requests for information from constituencies.
4. The Senior Attorney independently researches, interprets, and applies legal principles of the most complex nature within the assigned work area.
5. The Senior Attorney may assist in the selection, evaluation, training, and direction of subordinate staff.
6. The Senior Attorney maintains adequate case, file, and related records to ensure effective completion of projects assigned and assists in the evaluation of the work product.
7. The Senior Attorney stays informed and keeps persons within his/her areas of responsibility informed concerning the applicable law, rules, procedures, policies, and practices relating to the functions assigned.

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8. The Senior Attorney stays informed and keeps persons within his/her areas of responsibility informed concerning the applicable law, rules, procedures, policies, and practices relating to the functions assigned.
9. The Senior Attorney undertakes and oversees the preparation and presentation of the most significant investigation, trials, research, and other projects within the assigned area. In OCTC, the Senior Attorney has lead responsibility on matters that proceed to trial. The Senior Attorney may delegate trial preparation and trial appearances in uncontested and routine trials to a lesser graded Attorney.
10. The Senior Attorney is responsible for coordinating issues and activities with the Office of the General Counsel, as appropriate and as directed by more senior graded attorneys.
11. The Senior Attorney 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 trial 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 time management.
8. Principles of oral advocacy.
9. Strong writing and oral communication skills.
10. Strong legal research and writing skills.
11. Principles of legal research, trial principles and techniques, principles of preparing reports, briefs, opinions, and pleadings.
12. Principles of conflict resolution.
13. Principles of project and trial management.
14. Knowledge of the rules and regulations governing the practice of law in the State of California.

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 orally 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.

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MINIMUM QUALIFICATIONS

1. Must be an active member, in good standing, in the State Bar of California.
2. Minimum of five (5) years of progressively responsible and pertinent experience in the practice of law. In OCTC, this includes two (2) years trial experience.
3. Accomplished computer keyboarding skills.

Revised December 2012