



Sacramento Regional Transit District

Attorney III/Senior Attorney (Litigation Emphasis)

SALARY	\$126,192.00 - \$201,372.00 Annually	LOCATION	2811 O Street Sacramento, CA
JOB TYPE	Full Time	JOB NUMBER	2024-00103IE
DEPARTMENT	Risk Management	OPENING DATE	08/15/2023
CLOSING DATE	Continuous	RECRUITMENT TYPE	Internal/External

Description

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.

Attorney III - \$126,192.00 - \$176,628.00 Annually

The purpose of this position is to provide legal advice, support, and representation for the SacRT in litigation and other legal matters as assigned by the General Counsel. In some instances, the incumbent may be assigned to work in a department other than the Legal Services Department. In those instances, the incumbent will report to and address legal matters as assigned by the applicable member of the Executive Management Team.

This is the experienced advanced professional level in the attorney series wherein the incumbent applies specialized expertise in handling a full range of legal matters and complex assignments. This class works under limited guidance and direction, receiving general instructions regarding the scope and approach to projects or assignments, but retaining discretion over the procedures and techniques to be applied to an assignment. This class is in a series ranging from Attorney 1 up to the Senior Attorney in that the latter is responsible for leading and supervising attorneys and functions of the Legal Counsel's Office.

Senior Attorney - \$143,844.00 - \$201,372.00 Annually

The purpose of this position is characterized by a combination of supervisory duties over legal staff and the practice of law by providing legal advice, support, and representation for SacRT in the most complex litigation and other legal matters as assigned by the General Counsel, including litigation of highly complex and/or controversial administrative and civil matters which may have substantial impact on SacRT. In some instances, the incumbent may be assigned to work in a department other than the Legal Services Department. In those instances, the incumbent will report to and address legal matters as assigned by the applicable member of the Executive Management Team.

Incumbents apply highly specialized expertise to the most complex and specialized assignments. This class works under the guidance of the General Counsel, receiving administrative direction regarding the goals and approach to projects or assignments, but retaining discretion over the procedures and techniques to be applied to an assignment. This class is distinguished from the General Counsel in that the latter is the Department Head with full and final responsibility and authority for operations and activities of the Legal Counsel's Office.

Examples of Duties

Attorney III

- Handles complex litigation matters.
- Incumbents develop guidelines, procedures and forms; ensure compliance with state and federal laws and regulations; and advise and assist staff on legal issues.
- Incumbents may evaluate liability; collect and prepare evidence; interview and prepare witnesses; prepare pleadings; conduct and respond to discovery; monitor and direct outside legal counsel; and represent the SacRT in court, mediation/arbitration, and administrative proceedings.
- Identify legal issues; conduct legal research; analyze legal issues; discuss issues with supervisor; prepare memorandum and opinions on complex legal issues; monitor and provide advice on new legal developments related to new cases, laws, and regulations affecting SacRT.

Senior Attorney

- Supervises professional, paraprofessional and support staff; maintains knowledge of pertinent federal and state laws, regulations, rulings, interpretations and court decisions as they affect SacRT and provides advice and guidance to staff.
- Supervises conduct of litigation and dispute resolution services for SacRT. Evaluates new litigation files; monitors case management and conduct of litigation. Develops and implements litigation guidelines, procedures, and forms. Recommend, coordinate, monitor, and direct outside legal counsel; and resolve differences related to transactions with opposing counsel. Prepare complaints and responsive pleadings; prepare and respond to written discovery; take and defend depositions; prepare and collect documents and other evidence; communicate with clients, witnesses, experts, insurance carriers, and opposing counsel; assess exposure in case or dispute; draft briefs; prepare witnesses; attend hearings; prepare and present oral argument in court or other proceedings.
- Identify legal issues; conduct legal research; analyze legal issues; discuss issues with legal staff and management; prepare memorandum and opinions on complex legal issues; monitor and provide advice on new legal developments related to new cases, laws, and regulations affecting SacRT.

Minimum Qualifications

Attorney III/Senior Attorney

Formal Education: Juris Doctor degree or equivalent from an accredited school of law. *Substitution of experience for the required education is not accepted.*

Licenses and Certifications: Valid California State Bar License

Experience for Attorney III: A minimum of five (5) years of progressively responsible experience as a practicing attorney, preferably practicing public agency law and/or civil litigation, **or** A minimum of two (2) years of experience as an Attorney II with Sacramento Regional Transit District.

Experience for Senior Attorney: A minimum of eight (8) years of progressively responsible experience as a practicing attorney, preferably practicing public agency law and/or civil litigation, **or** a minimum of three (3) years of experience as an Attorney III or comparable position with Sacramento Regional Transit District.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application.

Filing Instructions/Supplemental Information

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job

announcements, and copies of the complete job description are available at our website at www.sacrt.com.

Completed employment application and proof of education must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates as applications are reviewed. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.

This position falls under Management and Confidential Employee Group (MCEG).

Agency

Sacramento Regional Transit District

Address

1400 29th Street

Sacramento, California, 95812

Phone

9165560298

Website

<http://www.sacrt.com/>

Attorney III/Senior Attorney (Litigation Emphasis) Supplemental Questionnaire

***QUESTION 1**

Please indicate which position you are applying for:

- ☐ Attorney III
- ☐ Senior Attorney
- ☐ Both

***QUESTION 2**

From the following practice areas, identify the four (4) areas in which you have the most experience. In your responses for these areas, describe your experience and provide specific examples supporting your description, including the name of the employer and number of years/months you performed the responsibilities. • Construction Law • Contract Law/Procurement Government Agency Tort Liability • Insurance Law • Brown Act/Public Records Act • Civil Rights/Title VI • Finance • Eminent Domain/Inverse Condemnation/Real Property • Real Property • First Amendment Law • Government Tort Claims • Americans with Disabilities Act/Unruh Act • Administrative Law (including California Public Utilities Commission and CalOSHA) • Other (please describe)

***QUESTION 3**

Describe your experience in each of the following areas. In your response describe your experience and provide specific examples supporting your description, including the name of the employer and number of years/months you performed the responsibilities. a) Personal Injury Litigation (include a discussion of your experience representing clients at trial,

arbitration and mediation; handling law and motion and appellate matters, including motions for summary judgment and writs; and propounding and responding to discovery and taking and defending depositions; and handling matters involving public agencies). b.) Labor and Employment Law (Include a discussion of your experience advising a client regarding employment/personnel matters, representing a client in employment litigation, advising a client regarding labor law and collective bargaining, and representing a client in connection with labor grievances brought under a Collective Bargaining Agreement)

QUESTION 4

Describe your experience in each of the following areas. In your response describe your experience and provide specific examples supporting your description, including the name of the employer and number of years/months you performed the responsibilities. a) representing clients at trial, arbitration and mediation; b) handling law and motion and appellate matters, including motions for summary judgment and writs; and c) propounding and responding to discovery and taking and defending depositions.

*QUESTION 5

Do you have a valid California State Bar License?

- ☐ Yes
- ☐ No

*QUESTION 6

If yes, please indicate your valid California State Bar License number. If no, please indicate N/A.

* Required Question