



# THE STATE BAR OF CALIFORNIA

OFFICE OF HUMAN RESOURCES

845 SOUTH FIGUEROA STREET, LOS ANGELES, CA 90017-2515 (213) 765-1100 • 180 HOWARD STREET, SAN FRANCISCO, CA 94105-1639 (415) 538-2351

## ATTORNEY

Office: Multiple  
Status: Exempt – Attorney Unit  
Grade: 16A

### ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Staff, Senior Attorneys  
Supervises: Staff as assigned

### DEFINITION

The Attorney, under general the direction of one or more Senior Attorney(s) and Executive Staff, with progressively increasing degree of complexity and independence, performs legal work involved in the identification of legal issues, recommendations of appropriate action, resolution of legal problems, interpretation and application of laws, rules, regulations, and other legal authorities; performs legal research; analyzes and prepares opinions, legal documents, memoranda, and takes lead responsibility in case/project management presentations. A distinguishing feature of this position in the Office of the Chief Trial Counsel (OCTC) is that it does not take lead responsibility in matters that proceed to trial, except as “second chairs” under the lead of a Grade 17A Senior Attorney if on trial assignment and otherwise primarily handles non-trial work. The incumbent may undertake trial preparation, and appear in uncontested or routine trials, but the incumbent does not appear as “lead” counsel on pleadings or at trial.

### MAJOR DUTIES & RESPONSIBILITIES

1. The Attorney maintains close working relationships with their supervisor and members of the team to which he/she is assigned in performing the duties and responsibilities of the position.
2. The Attorney is responsible for coordinating the work of other staff necessary to perform assigned responsibilities and may participate in the training of other personnel.
3. The Attorney, under increasingly general supervision, is responsible for increasingly complex matters of difficulty, with the expectation of producing favorable results.
4. The Attorney, under increasingly general supervision, studies, interprets, and applies laws, court decisions, and other legal authorities of an increasingly complex nature and is responsible for the preparation of legal documents, pleadings, memoranda, reports, opinions, and other materials of an increasingly complex nature.
5. The Attorney, under increasingly general supervision, prepares for and completes cases, projects, presentations and other assignments of an increasingly complex nature.
6. The Attorney, under increasingly general supervision, coordinates with other attorneys, volunteers, and other constituencies as assigned.
7. The Attorney ensures the adequate, effective, and timely preparation, presentation, and completion of investigations, cases, and/or legal projects assigned.

## **ATTORNEY**

### *Page 2*

8. The Attorney is responsible for keeping informed and assures that subordinate staff is informed concerning the applicable law, rules, procedures, policies, and practices relating to their function.
9. The Attorney identifies legal issues requiring decisions by his/her superiors; taking timely steps to present such issues together with recommendations for action.
10. The Attorney prepares opinions and legal documents and advises staff and appropriate parties on legal issues within his/her assigned area.
11. The Attorney, as appropriate, provides legal advice, counsel, and other legal services as directed by a more senior graded attorney.
12. In OCTC, the Attorney may be assigned to non-litigation tasks such as Intake inquiry review and analysis; or to trial preparation. The Attorney may also conduct uncontested or routine trials. The Attorney does so under the lead of a more senior graded attorney.
13. The Attorney may assist in the selection, evaluation, and direction of subordinate support staff.
14. The 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.

## **KNOWLEDGE & SKILLS**

1. Following probationary period, 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 investigation techniques, case management and presentation of matters 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 and preparation of reports, briefs opinions, and pleadings.
12. Principles of conflict resolution.
13. 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. Travel by air and drive an automobile.
4. Make fine visual distinction proofreading written documents and viewing information on a computer screen.
5. Principles of effective work coordination and strong case/project management.
6. Advanced analytical skills.
7. Principles of effective time management.

## **ATTORNEY**

*Page 3*

8. Principles of oral advocacy.
9. Strong writing and oral communication skills.
10. Obtain and present material in oral and/or written form.

### **MINIMUM QUALIFICATIONS**

1. Must be an active member, in good standing, of the State Bar of California.
2. Accomplished computer keyboarding skills.

*Revised December 2012*