



# 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 II

Office: General Counsel  
Status: Exempt – Confidential  
Grade: 46CA

### ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Staff, Supervising Attorney  
Supervises: Clerical Staff as assigned

### DEFINITION

The Attorney II Confidential (AIIIC), under supervision of more senior attorney(s) and Executive Staff, and with a 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 and memoranda, presentations, and takes lead responsibility in case/project management, assists 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.

### MAJOR DUTIES & RESPONSIBILITIES

1. The AIIIC maintains close working relationships with supervisor and members of the team to which he/she is assigned in performing the duties and responsibilities of the position.
2. The AIIIC is responsible for the coordination of the work of other staff necessary to perform assigned responsibilities and may participate in training of other personnel.
3. The AIIIC, under increasingly general supervision, is responsible for increasingly complex matters with the expectation of producing favorable results.
4. The AIIIC, under increasingly general supervision, studies, interprets and applies laws, court decisions, and other legal authorities of a 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 AIIIC, under increasingly general supervision, prepares for and completes cases, projects, presentations, and other assignments of an increasingly complex nature.
6. The AIIIC, under increasingly general supervision, coordinates with judges, other attorneys, volunteers, and other constituencies, as assigned.

**MAJOR DUTIES & RESPONSIBILITIES** *(Continued)*

7. The AIC ensures the adequate, effective and timely preparation, presentation and completion of investigations, cases, and/or legal projects assigned.
8. The AIC is responsible for keeping informed and assures that appropriate people are informed concerning the applicable law, rules, procedures, policies, and practices relating to their function.
9. The AIC identifies legal issues requiring decisions by superiors and takes timely steps to present such issues, together with recommendations for decisions, to superiors.
10. The AIC prepares opinions and legal documents and advises staff and appropriate parties on legal issues within the assigned area.
11. The AIC, as appropriate provides legal advice, counsel, and other legal services.
12. The AIC may assist in the selection, evaluation, and direction of subordinate support staff.
13. The AIC assists in the effectuation and/or formulation of management policy in the field of employer-employee relations by representing and advising management in personnel, human resources, and related employer-employee matters and maintains confidentiality in doing so.
14. The AIC 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. More advanced analytical skills.
2. Knowledge of effective investigation techniques and presentation of matters to administrative bodies.
3. Principles of effective work coordination and strong case/project management.
4. Principles of effective client relations.
5. Principles of public speaking.
6. Strong writing and oral communication skills.
7. Strong legal research and writing skills.
8. Scope and character of federal and California statutory law and provisions of the federal and California constitutions.
9. Principles of legal research and preparation of reports, briefs, opinions, and pleadings.
10. Knowledge of the rules and regulations governing the practice of law in the State of California.
11. Rules of evidence and conduct of proceedings in trial and appellate courts in 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 automobile.
4. Make fine visual distinction in proofreading written documents and viewing information on a computer screen.
5. Conduct legal research using computer technology and traditional library resources.
6. Communicate effectively before large groups of people.

**ATTORNEY II - CONFIDENTIAL**

*General Counsel*

**ESSENTIAL ELEMENTS / ABILITY TO** *(Continued)*

7. Work under pressure of short deadlines.
8. Effectively address conflict.
9. Review and analyze complex written documents.
10. Obtain and present material in oral and/or written form.
11. Work progressively more independently.

**MINIMUM QUALIFICATIONS**

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

*Revised December 2012*