TITLE: EFFECTIVE DATE:

.**CLASSIFICATION ATTORNEY I September 1990**

**SPECIFICATION**

Class Code: Job Group: EEO Category: Pay Category:

**DEFINITION**

Under the direction of the General Counsel or Chief Trial Attorney, performs professional civil legal work for the District. This entry level position involves assignment to either the Litigation or Advisory Unit, depending on interest, need and qualifications.

The Attorney I is expected to have some knowledge of basic litigation in the event of assignment to the Litigation Unit, and, in the case of assignment to the Advisory Unit, the ability to perform basic legal research and prepare written opinions on various issues affecting the District.

**EXAMPLES OF DUTIES**

**Administration and Advice: Under direct supervision, investigates and researches** legal issues, and prepares written opinions on legal matters affecting a public transit District; may handle advice matters up to the point of litigation, may assist in preparation for litigation; may be required to attend evening meetings; may be assigned to assist other attorneys on certain aspects of more complex legal work.

Administration and Litigation: Under direct supervision, handles, oversees, coordinates, defends and prosecutes non-complex litigation cases involving the District, including investigation, pleading, discovery, hearings, arbitrations, trial and appeal; may be assigned to assist other attorneys on certain aspects of more complex litigation; may be required to attend evening meetings.

**MINIMUM QUALIFICATIONS**

Ed\_ cational Regui .rnents: Juris Doctor degree or equivalent from an accredited law school.

· Exeerience Requirements: Up to two years experience as a practicing attorney. Licensing Requirements: Licensed to practice law in the State of California; ability

to transport self and witnesses throughout Bay Area and within subpoena distance for

various hearings, depositions, arbitrations, trials and other matters. Writing Sample

\_ Requirement: Submission of two samples of legal writing ability.

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**KNOWLEDGE AND ABILITIES**

Knowledge of: Legal principles, practices and procedures.

Ability to: Perform legal research; analyze evaluate and apply legal principles to legarproblems; prepare and present effectively, clearly, and logically, in writing and orally, facts, law, opinions, and arguments on behalf of the District; exercise initiate and independent judgment while at the same time accepting and requesting direction and assistance as needed; establi'sh and maintain effective working relationships; attend meetings, including some evening meetings; perform other related duties as required.

**DESIRABLE QUALIFICATIONS**

Experience in prosecuting or defending personal injury, property damage cases. Experience in employment law/labor relations.

Experience in transit/public entity, administrative and contract law.

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