



Assistant General Counsel

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
263	Exempt	1 – Officials & Administrators	Non-Represented	15	December 1990	NA	1 of 1

DEFINITION: Under general supervision of the General Counsel, performs the most complex and responsible professional civil legal work for the District; supervises the staff of the Legal department; provides for the immediate direction of the Advisory Unit; and may serve as department head in the absence of the General Counsel.

REPORTS TO: The General Counsel, or designee.

ESSENTIAL FUNCTIONS may include, but are not limited to the following:

- Provides comprehensive legal services to internal departments of the District and to the Board of Directors.
- Analyzes administrative and management problems within a legal framework to ensure sound practices and procedures.
- Drafts and analyzes resolutions, administrative regulations, procedures, contracts, and other legal instruments.
- Prepares legal opinions on questions of law and procedure.
- Handles complex advisory matters up to and including litigation.
- Represents the District in administrative hearings.
- Confers with and assists other District departments in establishing departmental policies and procedures consistent with established legal principles and requirements.
- Directs the immediate activities of the Advisory Unit attorneys.
- Prepares and/or supervises the preparation of the budget for the Legal department.
- Exercises considerable discretionary judgment in determining legal, administrative and management strategies.
- Represents the General Counsel as required.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge Of: Laws and regulations relevant to the practice of law in a public agency, union environment, and/or public transportation agency; and general legal principles, practices and procedures.

Ability To: Perform legal research; analyze, evaluate and apply legal principles to legal problems; prepare and present effectively, clearly and logically, in writing and orally, facts, law, opinions, and arguments on behalf of the District; exercise initiative and independent judgment; attend and conduct meetings, including evening meetings; handle complex and substantial legal work; supervise and demonstrate leadership; and establish and maintain effective working relationships using principles of good customer service.

Education: Juris Doctor (JD) degree or equivalent from an accredited law school.

Experience: Minimum of seven (7) years of experience as a practicing attorney

Licensing Requirements: Licensed to practice law in the State of California.

Special Requirement: (1) Must be able to travel throughout the Bay Area and within subpoena distance for trials, hearings, depositions, and arbitrations. (2) Must be available to attend meetings outside regular business hours.

Desired: A combination of any or all of the following: Experience in prosecuting or defending personal injury property damage cases; employment law/labor relations; experience in transit/public entity, administration and contract law; and supervision of attorneys and support staff.

NOTE: This job description was written December 1990. The language has not yet been revised. For practical reasons, it has been transcribed in the MS Word electronic format. (7/17/03)

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This Class Specification is intended to present a descriptive list of the range of essential functions performed by an incumbent in this class, but is **not** intended to reflect all duties performed within the job.