



Attorney III

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
251	Exempt	2 - Professionals	AFSCME/Non Represented	13	Revised 8-24-04	730	1 of 1

DEFINITION: Under general supervision, performs professional civil legal work of a complex nature for the District. This mid-level position involves increased responsibility compared to Attorney I and II, and assignment to either the Litigation of Advisory Unit depending on interest, need, and qualifications.

DISTINGUISHING CHARACTERISTICS: The Attorney III classification is distinguished from Attorney II by broader discretionary and decision making responsibility, the assignment of more complex legal work, and supervisory responsibility for subordinate professional staff.

REPORTS TO: The General Counsel, Assistant General Counsel, or designee.

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

- Handles, oversees, and coordinates all aspects of the investigation, research, preparation and presentation of oral and written advice on complex legal matters affecting a public transit District.
- Defends and prosecutes all phases of more complex litigation cases involving the District, including investigation, pleading, discovery, hearings, arbitrations, trial and appeal
- Handles advice matters, up to and including litigation.
- Drafts and analyzes resolutions, memoranda, contracts and other legal documents.
- Exercises discretionary and independent judgment commensurate with the acquisition of specialized legal skills and experience.
- May represent the District in administrative hearings.
- May be assigned supervisory responsibility for subordinate professional staff.
- May be required to temporarily replace or act in the position of the senior District staff member to whom this position normally reports, and may be required to perform some or all of the senior staff member's essential functions in such situations.
- 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, practice 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; establish and maintain effective working relationships; attend and conduct meetings, including some evening meetings; handle complex and substantial legal work; and establish and maintain effective working relationships using principles of good customer service.

Education: Juris Doctor degree or equivalent from an accredited Law school.

Experience: Minimum of five (5) 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 Requirements: Submission of two samples of legal writing ability.

Special Requirements: (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.

Desirable Qualifications: Experience in processing of 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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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.	Revised: _____	Date: _____ <div style="text-align: center; font-weight: bold; font-size: small;">APPROVED BY RICK FERNANDEZ, GENERAL MANAGER</div>
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