

**SACRAMENTO REGIONAL TRANSIT DISTRICT
invites applications for the position of:**



**Attorney II (Transactional and
Advisory Emphasis)**

SALARY:	\$95,820.00 - \$134,124.00 Annually
DEPARTMENT:	Legal
OPENING DATE:	09/06/22
CLOSING DATE:	Continuous
RECRUITMENT TYPE:	Internal/External
DESCRIPTION:	

THIS POSITION WILL REMAIN OPEN UNTIL FILLED. APPLICATIONS ARE REVIEWED AS RECEIVED, AND INTERVIEWS WILL BE SCHEDULED FOR MOST QUALIFIED CANDIDATES, AS APPLICATIONS ARE REVIEWED.

Please note that this position has a transactional and advisory emphasis. While the general job description includes litigation related duties, this position is not a litigator position. The incumbent will be exclusively given transactional and advisory assignments and will support the Procurement, Engineering, Finance, IT, Real Estate, Human Resources, Marketing, Planning, and Labor Relations departments.

The purpose of this position is to provide legal advice and support for SacRT in advisory, transactional, litigation and other legal matters as assigned by the General Counsel. This work is mainly accomplished by gathering and interpreting data, including meeting and correspondence with SacRT staff and third parties to elicit information and discuss relevant concerns about issues, transactions, and litigated matters; conducting legal research; preparing legal analyses, memos, and pleadings; drafting contracts and other documents; preparing materials to be presented to the Board of Directors, courts, and other entities; appearances before state and federal courts and other tribunals; and preparing memoranda, opinions, and recommendations in response to requests for legal advice by SacRT staff.

This is the fully qualified professional journey level in the attorney series wherein the incumbent receives general instructions regarding the scope and approach to projects or assignments. Incumbent is expected to exercise judgment and initiative while handling legal matters and is fully aware of the operating procedures and policies of SacRT and the practice of law. This class is distinguished from the Attorney III in that the latter is responsible for more difficult or complex legal work.

EXAMPLES OF DUTIES:

- Handles litigation and transactional matters, which may include tort liability, insurance, procurement, contract, environmental, permit, real property, development, transit, civil rights, labor, personnel, pension, funding, and administrative law issues. Incumbents develop guidelines, procedures and forms; ensure compliance with state and federal laws and regulations; and advise and assist staff on legal issues. In relationship to litigation assignments, incumbents may evaluate liability; collect and prepare evidence; interview

and prepare witnesses; prepare pleadings; conduct and respond to discovery; monitor and direct outside legal counsel; and represent SacRT in court, mediation/arbitration, and administrative proceedings. In relationship to transactional assignments, incumbents may evaluate liability; review procurement documents; prepare contract for goods, services and construction; review and prepare real property documents; review and prepare other agreements, including collective bargaining agreements and pension plans; review environmental documents; review and prepare labor and personnel-related documents; and monitor and direct outside legal counsel.

- Review, revise and prepare SacRT policies, staff reports, resolutions and ordinances.
- Identify legal issues; conduct legal research; analyze legal issues; discuss issues with supervisor; prepare draft memorandum and opinions; monitor and provide advice on new legal developments related to new cases, laws, and regulations affecting SacRT.
- Prepare responses to staff inquiries; work with staff to obtain factual background; conduct and analyze legal research; draft written responses with legal conclusions; advise staff; conduct appropriate follow-up to ensure resolution; interpret existing SacRT agreements and advise management and staff of interpretation; and advise staff and management regarding legal issues including on performance and obligations on construction projects, on matters with direct consequence to organization's receipt, expenditure, and reimbursement of funds, on issues related to SacRT funds, including retirement funds and associated financial obligations; may administer and manage expert consultant contracts.

MINIMUM QUALIFICATIONS:

Formal Education: Juris Doctor degree or equivalent from an accredited school of law.
Substitution of experience for the required education is not accepted.

Experience: A minimum of three (3) years of progressively responsible experience as a practicing attorney, preferably practicing public agency law and/or civil litigation, **OR** a minimum of two (2) years of experience as an Attorney I with SacRT.

Licenses and Certifications: Valid California State Bar License.

Proof of required education beyond high school, such as college transcripts, diplomas, and/or certificates must be submitted at the time of application.

FILING INSTRUCTIONS/SUPPLEMENTAL INFORMATION:

The minimum qualifications as stated on this job announcement represent only the basic requirements of the position. Meeting the minimum qualifications does not guarantee that a candidate will be invited to participate in other examination segments of the selection process. An employment application and proof of education, as outlined above, are required for this position. Applications and job announcements are available through our website at www.sacrt.com.

Completed employment application and proof of education, as outlined above, must be submitted online. This position will remain open until filled. Applications are reviewed as received, and interviews will be scheduled for most qualified candidates. SacRT will not process incomplete applications. Resumes are not accepted in lieu of an application, but may be included with the application. For more information on benefits, a summary sheet is available from the Human Resources Department. The Human Resources Department will make reasonable efforts in the recruitment process to accommodate candidates with disabilities. For

more information, contact the Human Resources Department at (916) 556-0298.

SacRT has a stand alone pension plan which is not part of, nor does it have reciprocity with CalPERS.

SacRT is an Equal Opportunity EOE Employer - Minorities/Women/Disabled/Veterans.

This position falls under Management and Confidential Employee Group (MCEG).

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.sacrt.com/Career/>

Position #2023-00716IE
ATTORNEY II (TRANSACTIONAL AND ADVISORY
EMPHASIS)
CW

2810 O Street
Sacramento, CA 95816
(916) 556-0298

Attorney II (Transactional and Advisory Emphasis) Supplemental Questionnaire

- * 1. Please describe your experience as a practicing attorney including any experience you have practicing public agency law. In your description, include the name of the employer(s), your job title(s), the number of years/months you performed these duties.

- * 2. Please describe your work experience with the California Public Records Act and labor/employment litigation.

- * 3. Do you have a valid California State Bar License?
 Yes No

- * 4. If yes, please indicate your valid California State Bar License number. If no, please indicate N/A.

- * Required Question