



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

Attorney I (Procurement Emphasis)

SALARY: \$73,944.00 - \$103,548.00 Annually

DEPARTMENT: Procurement

OPENING DATE: 11/14/19

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.

The primary function of this position will be to assist SacRT's Procurement Division with SacRT's procurement activities for supplies, services, and public works project, including providing guidance and advice regarding complex legal issues related to federal, state and local laws, regulations and guidance documents for public procurement

The purpose of this position is to provide legal advice and support for the District in advisory, transactional, litigation and other legal matters. 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 analysis, 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 entry level position in the attorney series with incumbent performing under direct supervision. Incumbent is expected to perform essential functions while learning the procedures and policies of the District and the practice of public law. This class is distinguished from the Attorney II in that the latter is more experienced.

EXAMPLES OF DUTIES:

- Handles the basic level 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 assist with developing 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 the 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, prepare district policies, issue papers, resolutions and ordinances.

- Identify legal issues; conduct legal research; analyze legal issues; discuss issues with supervisor; and prepare draft memorandum and opinions.
- Prepare responses to staff inquiries; work with staff to obtain factual background; conduct and analyze legal research; draft written responses with legal conclusions; conduct appropriate follow-up to ensure resolution and advise staff regarding legal issues including issues which affect organization's exposure to litigation, commercial, and transactional costs and risks, 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 District funds, including retirement funds and associated financial obligations; may administer and manage expert consultant contracts.

MINIMUM QUALIFICATIONS:

A combination of education and/or experience that provides the required knowledge, skills and abilities to perform the essential functions of the position. SacRT reserves the right to determine the equivalences of education and experience.

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

Experience: No experience is required.

SacRT will consider applications from individuals with pending bar results or pending admission to the State Bar from the July 2019 examination, but any offer of employment will be conditioned on active membership in the California State Bar. Individuals in this situation should make a note of their pending admission in the job 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 the candidate will be invited to participate in other examination segments of the selection process. An employment application and proof of education 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, 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 as applications are reviewed. RT 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.

RT is an Equal Opportunity Employer. EOE – Minorities/Women/Disabled/Veterans

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

Position #TBD
ATTORNEY I (PROCUREMENT EMPHASIS)
YH

Attorney I (Procurement Emphasis) Supplemental Questionnaire

- * 1. Please describe any course work you completed in law school related to public law (federal, state or local), including public procurement law. In your response, include the name of the employer(s), your job title(s), the number of years/months you performed these duties.

* 2. Please describe any work experience you have gained in procurement and contract law. In your response, include the name of the employer(s), your job title(s), the number of years/months you performed these duties.

* 3. Please describe your experience performing complex legal research and drafting legal memoranda. In your response, include the name of the employer(s), your job title(s), the number of years/months you performed these duties.

* Required Question