

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



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

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**SALARY:** \$35.55 - \$49.78 Hourly  
\$6,162.00 - \$8,629.00 Monthly  
\$73,944.00 - \$103,548.00  
Annually

**DEPARTMENT:** Legal

**OPENING DATE:** 12/17/20

**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 the 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 District staff.

This is the entry level 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 SacRT and the practice of public law. This class is distinguished from the Attorney II in that the latter is more experienced.

## **EXAMPLES OF DUTIES:**

*This is a general listing of job functions and does not represent a complete listing of the positions responsibilities.*

- 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, public records, public meetings, 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 District 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 SacRT policies, staff reports, 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 that affect SacRT's exposure to litigation, commercial, and transactional costs and risks, on performance and obligations on construction projects and other contracts, on matters with direct consequence to SacRT's receipt, expenditure, and reimbursement of funds, and on issues related to SacRT 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.

**Licenses and Certifications:** Valid California State Bar License; will consider applicants awaiting bar results.

**SacRT will consider applications from individuals with pending bar results or pending admission to the State Bar from the October 2020 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 a candidate will be invited to participate in other examination segments of the selection process. An employment application is required for this position. Applications, job announcements, and copies of the complete job description are available at our website at [www.sacrt.com](http://www.sacrt.com).

**Completed employment application 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. 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 and Affirmative Action EOE/AA Employer - Minorities/Women/Disabled/Veterans.**

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

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APPLICATIONS MAY BE FILED ONLINE

AT:

<http://www.sacrt.com/Career/>

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

Position #2021-00368  
ATTORNEY I (TRANSACTIONAL AND  
ADVISORY EMPHASIS)

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## **Attorney I (Transactional and Advisory Emphasis) Supplemental Questionnaire**

- \* 1. Please describe any work experience and/or course work you completed in law school related to public law (federal, state or local), labor/employment law, environmental law, pension law, and/or real property law.
  
- \* 2. Please describe any work experience you have gained in providing advice and counsel on Brown Act compliance, California Public Records Act compliance, and/or Conflicts of Interest laws as they apply to public board of directors. In your response, include the name of the employer(s), job title(s), the number of years/months you performed these duties. If you do not have any work experience in these areas, please provide a description of any relevant course work taken in law school.
  
- \* 3. Please describe any work experience you have gained in 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. If you do not have any work experience in this area, please provide a description of any relevant course work taken in law school.
  
- \* 4. 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. If you do not have any work experience in this area, please provide a description of any relevant course work taken in law school where you were required to perform complex legal research and were required to draft legal memoranda.
  
- \* Required Question