



SR. ATTORNEY

DEFINITION

Performs advanced professional legal work in one of several specialized legal areas, including criminal prosecution, public defense, child support enforcement, civil litigation, or elder law. Provides legal counsel and representation to County departments, employees, and the public on highly complex legal matters. Serves as a trusted advisor and lead on County-wide legal initiatives, ensuring alignment with strategic goals and objectives. Assignments are focused within a single functional area, such as the District Attorney, Public Defender, Child Support Services, or Senior Citizens' Services. May supervise attorneys and/or perform specialized or complex work requiring significant expertise and discretion.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. May exercise technical and functional supervision over attorneys and legal support staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the attorney series. Incumbents work under direction, exercising a high level of discretion and independent judgment in performing the full range of routine to highly complex legal duties. Responsibilities emphasize leadership in managing high-profile cases, programmatic oversight, or specialized legal functions. Positions in this class routinely oversee and coordinate interdisciplinary legal teams and are responsible for setting and maintaining the highest standards for County legal services. The work requires a high level of accountability, judgment, and decision-making, often presenting strategies and recommendations without precedent or an established process.

Incumbents at this level may supervise subordinate attorneys and/or legal staff, lead significant projects, or serve as subject matter experts in their functional area. With or without supervisory responsibilities, positions may also be allocated to this class based on advanced responsibility for overseeing the legal activities of a distinct program or functional area. In this role, incumbents have significant responsibility for developing goals, objectives, and operational strategies for their area and ensuring quality and consistency in legal services.

This class is distinguished from the Deputy Attorney in that the latter performs journey-level professional legal work but does not preponderantly lead or oversee the work of other professional attorneys or manage specialized or high-profile assignments

EXAMPLE OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Conducts advanced and specialized legal research, analyzing multifaceted issues to provide strategic legal recommendations.
- Represents the County effectively in legal proceedings, including pre-trial, trial, and appellate levels.
- Develops and oversees the implementation of legal strategies, ensuring compliance with evolving laws and regulations.
- Drafts clear and persuasive legal documents and arguments.

- Leads interdisciplinary teams on significant legal and policy projects, ensuring seamless coordination and resolution.
- Represents the County in appellate courts or multi-agency legal proceedings involving highly sensitive matters.
- Reviews and approves legal documents prepared by other attorneys to maintain high-quality standards.
- Provides guidance, mentorship, and training to attorneys and legal staff on navigating legal intricacies in specialized areas of law.
- Supervises the work of attorneys, professionals, technical, and administrative support staff, including staff selection, training, motivation, and evaluation.
- Communicates complex legal concepts to non-legal audiences, ensuring accessibility and understanding.
- Builds and maintains positive relationships within the department and with external partners.
- Prepares and presents complex legal arguments and documentation for a variety of legal proceedings.
- Conducts training and mentorship for attorneys and legal staff, promoting professional development.
- Handles multiple cases and assignments simultaneously under tight deadlines.
- Works collaboratively within a team and with external stakeholders to achieve legal and organizational objectives.
- Performs related duties as assigned.

Functional Area Duties

District Attorney

- Manages the prosecution of high-stakes felony cases, including homicides and financial crimes.
- Advises law enforcement on complex investigations and legal strategies.
- Oversees the prosecution of specialized caseloads, including homicides and financial crimes.
- Participates in task forces addressing criminal justice reform and public safety initiatives.
- Oversees specialized legal teams handling the County's most significant criminal prosecutions, ensuring adherence to ethical and procedural standards.

Public Defender and Alternate Public Defender

- Directs defense strategies for highly sensitive or precedent-setting cases.
- Supervises defense teams in trial preparation, negotiations, and appellate proceedings for high-profile cases, ensuring consistency in legal strategies.
- Supervises high-profile defense strategies and directs specialized units focusing on constitutional challenges or innovative legal defenses.
- Provides mentorship and advanced training for junior attorneys in trial techniques and case law updates.

Child Support

- Oversees litigation strategies for complex or multi-jurisdictional child support cases.
- Advises on compliance with evolving state and federal child support regulations.
- Advises on the development of departmental policies for handling complex child support issues.
- Acts as lead attorney in precedent-setting cases, collaborating with federal and state agencies.

Senior Citizens' Services

- Leads representation in high-stakes elder abuse, estate planning, and fraud litigation.
- Designs and implements training programs for attorneys specializing in senior law.
- Acts as a liaison between the County and senior advocacy organizations.
- Develops policies and strategies for addressing systemic issues affecting seniors, such as housing security and healthcare access.
- Designs comprehensive legal outreach programs for seniors, addressing systemic issues such as elder abuse and healthcare disparities.

QUALIFICATIONS

Knowledge of:

- Principles and practices of complex civil, criminal, and administrative law.
- Advanced legal research techniques and strategies.
- Leadership and supervision principles, including staff development, work planning, and performance evaluation.
- Techniques for providing effective mentorship and fostering team collaboration.
- Laws and regulations related to functional assignment areas, including federal and state codes.
- Professional ethics and standards of legal practice.
- Effective written and oral communication techniques.
- Techniques for interacting effectively with the public, government officials, and legal professionals.

Ability to:

- Lead and conduct advanced and complex research on a variety of legal topics and devise methods and procedures for obtaining a variety of data.
- Analyze and apply complex legal principles to sensitive issues.
- Provide technical and functional supervision to staff.
- Represent the County in appellate court and other high-stakes proceedings.
- Communicate effectively with diverse audiences, including non-legal professionals.
- Handle multiple cases and assignments simultaneously under tight deadlines.
- Build and maintain positive relationships within the department and with external partners.

Education and Experience:

Possession of a Juris Doctorate (J.D.) or Bachelor of Laws (LL.B.) degree from an accredited law school.

AND

Active membership in the California State Bar;

AND

Eight (8) years of increasingly responsible professional legal experience as a licensed practicing attorney, which includes substantial experience in managing complex legal matters, providing strategic legal advice, and handling sensitive or high-profile cases independently.

Licenses and Certifications:

Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; stamina to sit for extended periods of time and conduct detailed legal research; vision to read printed materials and computer screens; and hearing and speech to communicate in person, over the telephone, and in public forums. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in office and courtroom environments with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Travel to various County locations, courts, and meeting sites is required. Employees may interact with upset or emotional individuals in the course of their duties.

WORKING CONDITIONS

Incumbents may be required to work extended hours, including evenings, weekends, and holidays, as needed to meet critical deadlines or respond to emergencies. Travel to attend court proceedings, meetings, and other work-related events is expected.