



## **SENIOR CITIZENS' ATTORNEY I/II/III**

### **DEFINITION**

Under general supervision, performs specialized legal work in representing and advocating for County senior citizens.

### **DISTINGUISHING CHARACTERISTICS**

This is a multi-level class in which incumbents may be assigned to any of three levels, depending upon experience, proficiency gained, and the complexity of assigned projects. This professional class is responsible for providing a wide range of legal services for senior clients, including assistance with elder abuse prevention and protection issues. Responsibilities include legal research, fact investigation and interviewing and legal counseling of clients. Successful performance of the work requires an understanding of senior citizens' issues and of laws pertinent to their legal needs.

### **EXAMPLES OF DUTIES (Illustrative Only)**

- Interviews and advises senior clients regarding a variety of legal matters including wills, trusts, probate, real property, debts and contracts, fraud, domestic and family law and landlord-tenant rights.
- Informs seniors of benefit entitlements including Social Security, Medicare, Medi-Cal and other related programs, and assists them in obtaining such benefits.
- Researches and investigates a variety of facts related to client cases, analyzes information collected and makes appropriate legal recommendations to clients.
- Drafts legal pleadings, letters, briefs, wills, trusts, deeds, contracts and other required documents; confers with opponents and negotiates settlements; appears in court, as required.
- Conducts community education on senior legal topics and issues; gives seminars and advises senior and other community groups; attends community and other meetings to inform attendees of pertinent legal information.
- Directs the work of technical or office support staff; trains staff in work procedures.
- Maintains accurate records and files; prepares reports, documents, correspondence and a variety of written materials.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Performs related work as assigned.

## QUALIFICATIONS

### Knowledge of:

- State and federal laws and constitutional provisions affecting senior citizens.
- Principles, methods and techniques of legal research and investigation.
- Applicable civil and administrative procedures.
- Pleading and practices and effective techniques in the presentation of court cases.
- Judicial procedures and rules of evidence.
- Responsibilities and obligations of public agencies to seniors, including benefit program entitlements.

### Skill in:

- Defining issues, performing legal research, analyzing problems, evaluating alternatives and making sound recommendations.
- Presenting statements of fact, law and argument clearly and logically.
- Exercising sound independent judgment within general policy guidelines and legal parameters.
- Interpreting state, federal and local laws and constitutional provisions affecting senior citizens.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Representing the senior clients effectively in hearings, courts of law and meetings with others.
- Preparing clear, concise and legally sufficient wills, trusts, contracts, reports, correspondence and other written materials.

### Education and Experience:

**Senior Citizens' Attorney I:** A Juris Doctorate (J.D.) or Bachelor of Laws (LL.B) degree from an accredited law school.

**Senior Citizens' Attorney II:** In addition to the education noted in the I-level, one year of experience as an attorney engaged in the practice of civil law in the State of California, preferably in a county government setting. Experience in a senior citizens law area is desirable.

**Senior Citizens' Attorney III:** In addition to the education noted in the I-level, two additional years of experience (for a total of three years) as an attorney engaged in the practice of civil law in the State of California, preferably in a county government setting. Experience in a senior citizens law area is desirable.

### Licenses and Certifications:

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

Possession of an active membership in good standing with the State Bar of California.