



## STAFF INFO #6 for 2017

6/14/2017

### Job # ACSS.2017.06

There is a vacancy in CSEA Affiliate, ACSS, which will be filled in the classification of **Attorney** (\$6,601/mo - \$9,395/mo). This position will be based in the Sacramento office.

This classification is responsible for performing a wide variety of legal work representing ACSS and its members in both general law and labor law matters.

#### **Duties include but are not limited to:**

- Advising, counseling and representing ACSS and the members before courts and administrative bodies
- Giving written and oral legal advice
- Preparing and reviewing legal documents
- Acting as technical advisor to various Association bodies and officials
- Assisting, advising and training other employees in the area of employer/employee relations
- Drafting and analyzing legislation and regulations
- Performing legal research
- Performs other related duties as required

**Education:** Graduation from an accredited law school. (Accredited means by the American Bar Association or the State Bar of California.)

**Experience:** None

#### **Other:**

- Active membership in the State Bar of California.
- Possession of a valid California driver's license and automobile.

#### **Preferred Skills and Experience:**

- Strong background in public labor and employment law, civil litigation, and/or administrative hearing practice.
- Knowledge of California's State Personnel Board and the California Department of Human Resources (CalHR) is strongly preferred.
- Ability to handle a diverse caseload of court and administrative actions.
- Ability to establish and maintain rapport and credibility with diverse demographic groups, as well as with professional, technical, administrative and service workers.
- Ability to communicate effectively with fellow staff and members, including working well with difficult people and show sensitivity to members' concerns and emotional state.
- Demonstrated ability to work autonomously.

- Effective written and verbal communication skills.
- Ability to listen actively and articulate issues.
- Ability to work nights and weekends.
- Proficient in Microsoft Office Suite including Outlook, Word, PowerPoint and Excel.

Any employee interested in this position should notify the CSEA Human Resources Department in writing by sending an email to [careers@calcsea.org](mailto:careers@calcsea.org).

Please include your resume and list the job number, **Job # ACSS.2017.06** in your subject line.