



STAFF INFO #10 for 2018

8/6/2018

Job # ACSS.2018.10

There is a vacancy in CSEA Affiliate, ACSS, which will be filled in the classification of **Sr. Attorney** (\$7,278/month - \$10,773/month). This position is located at Sacramento Headquarters.

Duties include but are not limited to:

The senior attorney is a classification that coordinates and directs the work and the significant activities of ACSS. Promotion to this classification is limited only to those positions designated by the affiliate or due to operational needs. A senior attorney also performs a wide variety of complex or significant legal work representing the CSEA and affiliates and/or its members in both general law and labor law matters.

1. Exercising professional judgment in the development of complex or significant legal theories to be pursued or strategies to be utilized by the affiliate within its jurisdiction.
2. Compiling analysis, reports or results of the legal activities, analyzing the information and reporting it to management.
3. Documenting the achievement of Legal Division goals, strategies and/or directives, analyzing the results, and making reports or recommendations for improvement.
4. Aiding the CSEA and affiliate staff and members in understanding and complying with the provisions of the CSEA and affiliate policies and providing oversight for the various appeals filed thereunder.
5. Coordinating and directing the work of other employees in accordance with established policies.
6. Demonstrating the ability to handle the most complex cases in applicable areas of law.
7. Demonstrating the ability to maintain positive working relationships with other employees and members and demonstrating a commitment to the policies and directives of the affiliate.
8. Providing leadership, mentoring and training in one or more substantive areas of law to other staff attorneys as applicable, on either a regional or statewide basis.
9. All those duties of the Attorney classification.

ELIGIBILITY:

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

Experience:

At least five (5) years of responsible and continuous full-time experience in the practice of law,

including:

Either (1) at least three (3) years at CSEA or an affiliate in the classification of Attorney which must have included independent preparation and completion of the full range of legal matters handled by CSEA or an affiliate; or (2) at least three (3) years of experience performing legal duties in a position of complexity equivalent to a CSEA or affiliate staff Attorney, which must have included the types of independent preparation and completion of the full range of legal matters such as specified in (1) above; and

At least two (2) years of responsibility for and supervision of at least one (1) practicing attorney and/or a distinct legal office.

Other: Active membership in the State Bar of California. Possession of a valid California driver's license and automobile and appropriate insurance.

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

Please include your resume and list the job number, **Job # ACSS.2018.10** in your subject line.