



California Department of Industrial Relations

455 Golden Gate Ave, San Francisco, California 94102, United States

Telephone: (510) 286-7087 - <https://www.dir.ca.gov>

Attorney III

Location: 1515 Clay Street, Suite 701, Oakland, California

Salary: \$9,976.00 - \$12,798.00 per Month

Job Description:

Interested in public service? Come work for the State of California Department of Industrial Relations, and put your law career to great use working in a diverse array of interesting subject areas, learning new skills and new areas of the law, and working with nice colleagues. This is a posting for a mid-level Attorney III position in the "Office of the Director Legal Unit" (fondly called "OD Legal") within the Department of Industrial Relations, headquartered in our lovely Oakland office.

Under the direction of the Chief Counsel and Assistant Chief Counsels, Attorney III's represent the Director of the Department of Industrial Relations (DIR), the Department, and division chiefs and managers in a variety of subject areas within the responsibility and jurisdiction of the Department, which are broadly in the labor and employment area. Responsibilities include, among others; representing the Director of DIR in a special type of workers' compensation cases involving trust funds administered by the Director (SIBTF, UEBTF and DWD), representing the Department in internal DIR personnel and labor and employment matters, and providing legal advice and representation in public works, prevailing wages, Public Records Act, litigation, and other matters concerning a wide variety of legal issues that may arise in the operation of the Department. Attorney III's may also be asked to analyze pending legislation, draft and/or comment on proposed regulations, and serve as primary and/or in-house counsel in civil litigation.

Attorney III's have mid-level experience, and are expected to independently handle a busy caseload, to have solid lawyering skills, including strong research and writing skills, which are a core requirement for this position, and to have some level of subject matter expertise in or more areas of the Department's responsibility.

Attorneys in this position work with a high level of independence, while also receiving support and supervision from OD Legal Assistant Chief Counsels and the Chief Counsel. They are required to communicate effectively both orally and in writing as required for the specific job duties, including by drafting legal briefs, memorandums, and correspondence on a regular basis; to appear in workers' compensation administrative proceedings; to appear in other civil and administrative court proceedings, as assigned; to communicate in a professional, respectful and productive manner with opposing counsel, clients, stakeholders, colleagues, and the public;

to travel as necessary and as assigned; and to demonstrate good judgment and act with high ethical standards.

The ability to travel for a short duration (one to two days) is required for this position. Following an initial probationary period, and consistent with State and Department telework guidelines, regular telework is a possibility in this position, although some "in-office" work days and some "in-person" appearances at hearings will also be required.

Working Environment:

This is a full-time position located in the Department of Industrial Relations, Office of the Director Legal Unit ("OD Legal"). Employees in this position work in an office environment, have their own offices, work at desks, and are required to work extensively on computers as necessary for the drafting of letters, briefs and other documents, and for research, email communication, file review, training and other purposes. Attorneys are expected to handle their own word processing, and secretarial support is generally limited to the finalization and filing process. This position requires occasional in-state travel, either locally, or for one to two-night stays at other locations within California, based on assignments, and as determined according to the needs of the Department. This is a full-time, Monday through Friday, position. Attorneys are expected to work all hours as necessary to accomplish their assignments, and although they will generally average a 40-hour week, longer work hours may occasionally be required. There is some flexibility as to the specific work schedule, which will be determined after hire in consultation with attorney's immediate supervisor.

Qualifications:

Attorney III's must have six years of experience in the practice of law

All attorney level classifications require active membership in The California State Bar.

Knowledge of: Legal research methods and performing research; legal principles and their application; scope and character of California statutory law and of the provisions of the California Constitution; principles of administrative and constitutional law; trial and hearing procedure; and rules of evidence; court procedures; administrative law and the conduct of proceedings before administrative bodies; legal terms and forms in common use; statutory and case law literature and authorities; and provisions of laws and Government Code sections administered or enforced.

Ability to: Research; analyze, appraise, and apply legal principles, facts, and precedents to legal problems; analyze situations accurately and adopt an effective course of action; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; prepare correspondence involving the explanation of legal matters; draft opinions, pleadings, rulings, regulations, and legislation; negotiate effectively and conduct crucial litigation; work cooperatively with a variety of individuals, organizations and maintain the confidence and respect of others; and work effectively under pressure

Benefits:

- Dental
- Vision
- Health
- 401K

Final Filing date 5/27/2022

How Candidates Apply:

<https://www.calcareers.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=291672>

For more information on taking the exam and establishing list eligibility please see the following link <https://www.calcareers.ca.gov/JOBSGEN/9PB08.PDF>