



## CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

- **Job Title:** Attorney
- **Working Title:** Attorney
- **Salary:** \$6,979.00 – 10,572.00 per month
- **Final Filing Date:** 02/28/22
- **Work Type/Schedule:** Permanent Full time
- **Location:** Sacramento County

### **Description:**

Under the direction of the Assistant Chief Counsel, the Attorney will be responsible for providing legal advice and services for a variety of housing programs administered by the department. As the incumbent progresses, assignments may become progressively more complex, and are to be performed independently with less supervision.

### **Desirable Qualifications:**

- Demonstrated ability to work in a fast-paced, challenging work environment requiring quick turnarounds to meet established deadlines.
- Demonstrated analytical skills, including the ability to use good judgment when analyzing data and situations, draw sound conclusions, and take effective action.
- Working knowledge of legal documents and related material.
- Excellent oral and written communication skills and the ability to interact with individuals in different professional roles and at different levels.
- Ability to handle multiple assignments with accuracy, to prioritize work, meet deadlines and to work effectively, independently, or in a team environment.
- Demonstrated proficiency in using Microsoft Word, Excel and Outlook.
- Experience using e-document discovery software such as Westlaw, Lexis/Nexis, etc.
- Experience with Legal Research
- Demonstrated ability to act independently, work with and assist management, staff, attorneys, and others. Open-mindedness, flexibility, and tact.

Please click [here](#) to apply.