

Attorney V

Knowledge, Skills, Abilities, and Personal Characteristics Statements

1	Ability to identify and comply with applicable procedural rules to formulate and apply legal strategy and advise the agency representatives and/or clients on legal options.
2	Knowledge of ethical rules as they relate to the practice of law and particularly the role of public attorneys.
3	Ability to apply ethical rules as they relate to the practice of law and particularly the role of public attorneys to protect the integrity of the work and the department/state.
4	Knowledge of how legislation can affect cases and public policy to advise clients and/or management of potential impacts.
5	Knowledge of applicable local, state and federal authority to formulate and apply legal strategy and advise the agency representatives and/or clients on legal options.
6	Knowledge of relevant substantive areas of law that apply to public entities (e.g., due process, privacy, record disclosure laws, conflict of interest, open meetings) to formulate and apply legal strategy and advise the agency representatives and/or clients on legal options.
7	Ability to identify and apply relevant substantive areas of law that apply to public entities (e.g., due process, privacy, record disclosure laws, conflict of interest, open meetings) to formulate and apply legal strategy and advise the agency representatives and/or clients on legal options.
8	Knowledge of the general principles of jurisprudence (e.g., rules of statutory construction, stare decisis) to formulate and apply legal strategy and advise the agency representatives and/or clients on legal options.
9	Knowledge of the general principles of the attorney client relationship to formulate and apply legal strategy and/or advise agency representatives or clients on legal options.
10	Knowledge of relevant legal, contractual and/or department/state requirements regarding information security or confidentiality to provide advice and/or ensure compliance with those requirements.
11	Ability to assist with matters of first impression involving the most complex, difficult, or sensitive legal matters.
12	Knowledge of scope and character of California statutory law and of the provisions of the California Constitution in order to be able to complete the most complex, difficult, and sensitive legal activities.
13	Knowledge of principles of administrative and constitutional law to be able to complete the most complex, difficult, and sensitive legal activities.
14	Knowledge of rules of evidence to be able to complete the most complex, difficult, and sensitive legal activities.

15	Knowledge of court procedures to be able to complete the most complex, difficult, and sensitive legal activities.
16	Knowledge of administrative law and the conduct of proceedings before administrative bodies to be able to complete the most complex, difficult, and sensitive legal activities.
17	Knowledge of legal terms and forms in common use to be able to complete the most complex, difficult, and sensitive legal activities.
18	Knowledge of statutory and case law literature and authorities to be able to complete the most complex, difficult, and sensitive legal activities.
19	Knowledge of provisions of laws and Government Code sections administered or enforced to be able to complete the most complex, difficult, and sensitive legal activities.
20	Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, accurate and free from errors.
21	Ability to communicate effectively in writing in a courteous, professional manner using tone, vocabulary, format, and grammar appropriate to the circumstance to ensure that the information is understood by the intended audience.
22	Ability to articulate facts, ideas, and legal arguments in succinct, organized, and accurate reports, correspondence or other job related documents (e.g., legal opinions or briefs, statutory proposals, proposed regulations, discovery documents, position papers) to ensure that the information is understood by the intended audience.
23	Ability to independently prepare clear and effective persuasive legal arguments in documents (e.g., briefs, motions, pleadings, opinions, memoranda, correspondence) to persuade decision-makers or other readers.
24	Ability to independently prepare clear, effective, and objective written analyses on the most complex, difficult or sensitive matters to assist in high level decision-making.
25	Ability to independently prepare clear and effective written documents on the most complex, difficult or sensitive matters (e.g., contracts, settlements, stipulations, memoranda, determination letters, summaries, regulations) to accurately convey the relevant information.
26	Ability to independently produce effective correspondence related to the most complex or sensitive legal principles, facts, and position(s) for various audiences and fora to ensure that the information is understood by the intended audience.
27	Ability to review, proofread and/or finalize work product prepared by clients, para-professionals, and/or other attorneys to ensure accuracy and appropriateness.
28	Ability to use proper citation formats to identify relevant authority.
29	Ability to summarize relevant facts in writing to capture the key points and implications to ensure that the information is understood by the intended audience.
30	Ability to read and comprehend the most complex, difficult or sensitive legal documents (e.g., contracts, statutes, regulations, legal rulings, case law) to determine appropriate action.

31	Ability to effectively, convincingly, and accurately communicate complex and technical information in writing to ensure that the information is understood by the intended audience.
32	Ability to advocate (e.g., positions, settlements, admissibility of evidence) on behalf of the department/state to ensure the proposed interests are effectively presented.
33	Ability to orally communicate complex and technical information effectively, convincingly, accurately and without ambiguity to ensure that the information is understood by the intended audience.
34	Ability to present the most complex, difficult or sensitive legal issues in state and federal courts, administrative agencies, or other fora to advance the objectives of the department/state.
35	Ability to serve as a liaison or representative at high level meetings (e.g., conferences, taskforces) to express the opinion of the department/state by addressing the most complex, difficult, or sensitive legal, legislative, or policy matters.
36	Ability to interact effectively with potentially uncooperative, fearful, anxious, or hostile persons whose input and/or participation may be needed to complete a work assignment.
37	Ability to maintain confidentiality and exercise discretion in the dissemination of information in the most complex, sensitive or difficult legal matters.
38	Ability to communicate with multiple individuals or entities with different interests or positions on the most complex, difficult or sensitive legal matters to effectively represent the department/state.
39	Knowledge of strategies to prepare for high level discussions, consultations or negotiations involving the most complex, difficult, and/or sensitive legal matters or documents to achieve desired objectives.
40	Ability to engage in high level discussions, consultations or negotiations involving the most complex, difficult, and/or sensitive legal matters or documents to achieve departmental/state objectives.
41	Knowledge of available methods and sources to complete legal research, including what types of material they contain, where they are located, and their breadth, depth, and relative strengths and weaknesses (e.g., primary legal texts, secondary legal texts, and electronic databases).
42	Ability to conduct legal research to ensure accuracy, currency and completeness on the most complex, difficult, and sensitive legal activities.
43	Ability to assess the appropriate amount of time to complete research/investigation to meet necessary deadlines and prioritize workload.
44	Ability to efficiently identify, locate, and distill relevant or useful information from a large volume of documents or data to complete associated work product.
45	Knowledge of how to conduct legal analysis (e.g., issue-spotting, rule analysis, applying law to facts) to ensure relevant issues and information are identified and correlated with applicable law, and to aid in evaluating the likely legal outcome.
46	Ability to properly identify legal and procedural issues in assigned matters to determine timely and appropriate action.

47	Ability to assimilate and prioritize large amounts of information to formulate appropriate theories and possible courses of action.
48	Ability to analyze information accurately to detect potential logical, legal, and/or factual flaws in arguments or assumptions and to adopt effective courses of action.
49	Ability to analyze proposed legislation or regulatory measures to assess potential implications and recommend appropriate courses of action.
50	Ability to objectively identify relevant facts and implications related to a matter before drawing conclusions and determining courses of action.
51	Ability to identify and evaluate potential conflicts in law and/or policy to develop action plans for the most complex, difficult, or sensitive legal matters.
52	Ability to take initiative and be pro-active in identifying potential legal or programmatic issues to recommend strategies that mitigate or eliminate potential problems or risks.
53	Ability to analyze, appraise, and apply legal principles, facts, and precedents to legal problems to complete work assignments.
54	Ability to generate, recommend, and/or implement solutions to successfully address the issues in assigned matters.
55	Knowledge of decision-making techniques and processes to identify and evaluate options and/or make appropriate decisions.
56	Ability to identify and prioritize critical issues or assignments in order of importance to effectively meet deadlines and allocate resources to address the question or matter.
57	Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to matters.
58	Ability to exercise sound judgment in decision-making to pursue appropriate courses of action or achieve desired outcomes.
59	Ability to think critically to solve problems.
60	Ability to provide objective risk management advice to high level decision makers on the most complex, difficult, or sensitive legal matters to achieve departmental/state interests.
61	Ability to use technology (e.g., computers) to create documents, conduct research, and communicate appropriately with others.
62	Ability to use word processing software (e.g., Microsoft Word) to prepare correspondence and other documents.
63	Ability to use new technologies for case or assignment management purposes to ensure accurate and timely completion of work product.
64	Ability to use electronic mail and calendaring software (e.g., Microsoft Outlook) for correspondence and scheduling purposes.
65	Ability to use internet resources to research various job-related information.
66	Ability to identify, assess, and implement necessary steps to complete the most complex, difficult or sensitive projects, cases or matters.
67	Ability to perform basic arithmetic calculations (e.g., addition, subtraction, multiplication, division, decimals, percentages, fractions) to calculate and process numerical data.

68	Ability to read and comprehend a variety of complex non-legal materials (e.g., dissertations, position papers, technical treatises, peer reviews) for use in the most complex, difficult or sensitive legal matters.
69	Ability to maintain project schedules by updating and revising activity and milestone schedules, resource requirements and other task-related information to ensure accurate, updated project information and statistics.
70	Ability to interview individuals (e.g., clients, potential witnesses, experts, staff) to ascertain relevant factual information, discern policy implications and intent, or prepare individuals for testimony.
71	Knowledge of techniques to collect relevant information from available resources.
72	Ability to recognize when sufficient information has been gathered to complete assignments.
73	Ability to determine the proper scope of an investigation or other fact-gathering project to develop a work plan and define the resources necessary for project completion.
74	Ability to evaluate an individual (e.g., potential witness, staff, expert) during an interview or deposition to ascertain their potential contribution to the case or matter.
75	Ability to handle sensitive issues in a tactful and professional manner to successfully complete work assignments.
76	Ability to objectively evaluate the most complex, difficult or sensitive legal matters to make recommendations without allowing personal views or external pressures to interfere with decision-making.
77	Ability to listen to others to facilitate an open exchange of ideas and provide for effective communication.
78	Ability to work collaboratively with others in a collegial environment in order to foster a productive work setting and maintain the confidence and respect of others.
79	Ability to accept constructive criticism regarding work product and practices to continually improve work performance.
80	Ability to act as a lead on the most complex, difficult and sensitive cases or matters to achieve the desired outcome.
81	Ability to address the most complex, difficult, or sensitive legal matters using a high degree of independent judgment.
82	Ability to work independently with minimal contact or reinforcement from supervisors and colleagues while producing high quality work product and meeting deadlines.
83	Knowledge of time management techniques to provide for efficient prioritization and completion of projects and assignments.
84	Ability to complete work under critical timelines to meet project objectives and deadlines for the most complex, difficult or sensitive legal matters.
85	Ability to produce accurate and thorough work product for the most complex, difficult or sensitive legal matters.

86	Ability to perform responsibilities under stressful working conditions (e.g., tight deadlines, heavy workload).
87	Ability to successfully assist with and/or complete multiple projects within appropriate time frames while maintaining a high level of work performance.
88	Ability to manage changes in a work project (e.g., deadlines, instructions, scope) to successfully complete the project.
89	Ability to respond with flexibility to changes in priorities and assignments and to other interruptions to successfully complete projects.
90	Ability to develop innovative solutions and strategies to successfully complete assigned projects or assignments.
91	Ability to quickly integrate new issues and information with existing knowledge to formulate legal strategies and advise the department/state on legal options.
92	Ability to review the work of staff and provide constructive feedback from the perspective of an experienced attorney and/or mentor.
93	Ability to respect cultural, race, and gender diversity, as well as individual differences amongst staff members and stakeholders.
94	Ability to propose and support changes in the unit/branch in a positive manner to ensure the unit runs efficiently and effectively.