

**JOB TITLE:** Staff Counsel  
**FLSA:** Exempt  
**LOCATION:** Ontario, CA  
**REPORTS TO:** Supervising Counsel  
**SALARY RANGE:** \$97,000 - \$168,000 (dependent upon years of experience)

**Job Summary:**

Under the direction of the Supervising Counsel and Chief Counsel, provide legal counsel/representation to CCPOA, its Members, and Fair Share Fee Payers.

**Essential Functions:**

- a. Act as legal counsel as required.
- b. Maintain appropriate confidentiality of all matters learned in the course of client representation.
- c. Maintain professional responsibility requirements consistent with California State Bar rules.
- d. Must be able to sit for long periods of time while driving, flying, or performing legal tasks.
- e. Interact professionally with clients, opposing counsel, witnesses, court/agency personnel, CCPOA members, and CCPOA staff.
- f. Must be able to lift up to 25 pounds.
- g. Ability to travel on short notice, frequently on nights or weekends, to various locations and prisons throughout California.

**Qualifications:**

Juris Doctorate, or equivalent degree, from an accredited university; admission to the California State Bar; working knowledge of MS Word, Outlook, and Westlaw/Lexis; valid California State Drivers' License; ability to pass a criminal background check and obtain a CDCR Contractor Identification Card to gain access to CDCR institutions and facilities.

**Duties:**

- a. Prepare pleadings and legal materials for trials, administrative hearings (including investigatory interviews and Skelly hearings), arbitrations and other legal proceedings.
- b. Identify and interview witnesses.
- c. Assemble and evaluate evidence.

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- d. Keep supervisor informed of the progress and status of caseload.
  - e. Inform the Executive Legal Assistant or other assigned Legal Assistant of scheduled dates (such as hearings, court dates, arbitrations, scheduled leave) etc.) and changes to those dates to update the master calendar.
  - f. Maintain a personal calendar of all due dates, court appearances, investigatory interviews, and all scheduled appointments and personal absences (this is besides the master calendar maintained by the administrative staff).
  - g. Keep clients and, when required, the appropriate Board of Director, informed of the status and progress of the case.
  - h. Handle intake calls as necessary.
  - i. Draft and analyze legislative measures and regulations.
  - j. Perform legal research.
  - k. Draft legal opinions as assigned.
  - l. Maintain knowledge of relevant and current statutory/regulatory changes, appellate, administrative, and arbitration decisions and developments in the field of public sector labor law through self-study, CLE, and continual review of relevant publications (including online);
  - m. Timely inform support staff which files should be "tickled" to ensure time limits are met.
  - n. Draft and process grievances to their conclusion.
  - o. Participate, analyze, and make recommendations regarding arbitration and legal matters consistent with CCPOA SOP and Bylaws.
  - p. Assist with collective bargaining as assigned.
  - q. Additional duties as assigned.
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## **Physical Requirements**

	0%-24%	25%-49%	50%-74%	75%-100%
<i>Seeing</i> : Must be able to read computer screen and various documents				<b>X</b>
<i>Hearing</i> : Must be able to hear well enough to communicate with clients and others				<b>X</b>
<i>Standing/Walking/Sitting</i>			<b>X</b>	
<i>Climbing/Stooping/Kneeling</i>	<b>X</b>			
<i>Lifting/Pulling/Pushing</i>		<b>X</b>		
<i>Manual Dexterity</i> : Must be able to write, type, and use phone system				<b>X</b>

Note: The physical requirements listed may be performed with, or without, reasonable accommodation.

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Employee Acknowledgment

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Date

