



**ORANGE COUNTY**  
Human Resource Services  
333 W. Santa Ana Blvd,  
Santa Ana, CA 92701  
714-834-2555

<http://www.ocgov.com/hr>

**INVITES APPLICATIONS FOR THE POSITION OF:**

**Staff Attorney**

**SALARY**

\$55.36 - \$82.48 Hourly    \$4,429.19 - \$6,598.23 Biweekly    \$9,596.58 - \$14,296.17 Monthly  
\$115,159.00 - \$171,554.00 Annually

**ISSUE DATE:** 05/16/19

**FINAL FILING DATE:** Continuous

**THE POSITION**



**STAFF ATTORNEY**

**Open to the Public**

The Orange County Employees Retirement System (OCERS) is now accepting on-line applications. **This recruitment is open to the public and will remain open until the Staff Attorney vacancy is filled.** Interested applicants are encouraged to apply immediately.

**WHO ARE WE**

Established in 1945, the Orange County Employees Retirement System (OCERS) provides retirement, death, disability and cost-of living benefits to retirees of the County of Orange and certain County districts. Serving approximately 43,000 members, OCERS is governed by a ten-member Board of Retirement that is responsible for managing a \$15.7 billion dollar fund. For more information about OCERS, please click [here](#).

***Mission***

OCERS' mission is to provide secure retirement and disability benefits with the highest standards of excellence.

***Vision***

OCERS vision is to be a trusted partner providing premier pension administration, distinguished by consistent, quality member experiences and prudent financial stewardship.

***Values***

- Open and Transparent
- Commitment to Superior Service
- Engaged and Dedicated Workforce
- Reliable and Accurate
- Secure and Sustainable

### THE OPPORTUNITY

The Staff Attorney reports directly to the General Counsel and is expected to uphold the highest standards of accountability, plan sponsor focus, and system efficiency. The incumbent works within general instructions and guidelines, exercising discretion and independent judgment in the performance of duties.

Under general direction of the General Counsel:

1. Interprets and provides advice and counsel to OCERS staff on the application of retirement and other laws applicable to the administration of a county pension system; and
2. Represents OCERS in administrative hearings and state court writ proceedings arising from appeals of disability retirement determinations, benefit calculation issues, and other issues involving the administration of retirement benefits by OCERS.

### Ideal Candidate:

The ideal candidate will possess the knowledge, attributes and qualities to be successful in a professional setting. Performance attributes of the ideal candidate include, but are not limited to the following:

- Researches, interprets and advises OCERS staff with respect to the County Employees Retirement Law of 1937, Open Meetings Laws, the California Public Records Act, community property and family law, and other laws applicable to the administration of a public pension fund and local public agency.
- Reviews administrative records, evaluates evidence and determines the best method for presenting the matter at hearing; participates in pre-hearing conferences; prepares briefs and other legal documentation; interacts with staff in the course of handling the administrative appeals.
- Conducts administrative hearings, which entails presentation of documentary and testimonial evidence, lodging relevant objections, arguing pertinent legal issues and complying with briefing schedules.
- Represents OCERS in state writ proceedings when administrative hearings result in the filing of a Petition for Writ of Mandate.
- Reviews and advises OCERS staff in connection with family law documents including Domestic Relations Orders, Child Support Orders, Judgments of Dissolution, Property Settlements and Powers of Attorney.
- Confers with and provides legal advice to OCERS' employees on legal questions; prepares formal opinions as to the interpretation of the laws governing OCERS.
- Works with and provides legal advice to OCERS internal auditors on issues relating to the interpretation of the laws governing OCERS and employers participating in the OCERS plan.
- Prepares, reviews and advises in connection with contracts, leases, and other legal documents.
- Monitors state and federal legislation affecting OCERS and OCERS' operations, and assists in preparing legislative updates to the OCERS Board of Retirement.
- Monitors securities litigation in which OCERS is a participant, assists with ensuring claims are filed in securities litigation cases in which OCERS has suffered investment losses, and assists in preparing quarterly reports on these matters to the OCERS Investment Committee.
- Performs a wide variety of legal research.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications required for entry into the classification

#### ***Education and Experience***

Must have a Juris Doctor degree from an accredited U.S. law school;

**AND**

Two years of post-bar experience providing legal advice to clients.

***Special Notes, Licenses or Requirements:***

- Active membership in the State Bar of California and in good standing.
- Compliance with continuing legal educational requirements of the State Bar of California.
- A valid California class C driver's license or the ability to arrange necessary and timely transportation for field travel.
- May be required to use personal vehicle.
- A complete background investigation is required; a felony or misdemeanor conviction may be a disqualifying factor from employment.

**Knowledge/Skills/Abilities**

The Knowledge, Skills and Abilities necessary to perform essential duties of the position include:

***Knowledge of:***

- The 1937 County Employees Retirement Law, Open Meetings Laws, the California Public Records Act, community property and family law, and other statutes governing OCERS.
- The organization, powers and limitations of county government.
- The California Constitution.
- Legal research methods and application of legal principles.
- Telephone, office, and online etiquette.
- Computer applications and hardware related to the performance of the essential functions of the job.

***Skills/Ability to:***

- Analyze legal problems and apply legal principles and practices.
- Present statements of fact, law and analyses clearly, effectively and logically in written and oral form.
- Effectively perform legal research.
- Perform job functions independently and in an ethical and objective manner.
- Establish and maintain professional relationships with all levels of management, staff, consultants, retirement system members, and others, encountered in the course of work.
- Maintain a professional demeanor in situations that require a high degree of sensitivity, tact, and diplomacy.
- Work cooperatively with others.
- Conduct comprehensive and analytical reviews of medical records.
- Understand and communicate complex medical and legal concepts.
- Demonstrate strict confidentiality, professionalism, integrity, and compliance with applicable laws and regulations at all times.
- Use standard office equipment such as: computer, printer, scanner, fax machine, and photocopier.

**Physical, Mental and Environmental Conditions**

The physical and mental demands described here are representative of those that are customarily required to successfully perform the essential functions of this class.

***Physical and Mental Demands***

- Speak and hear well enough to communicate in English clearly and understandably in person, over the telephone, and in small or large groups.
- Manual dexterity sufficient to use hands, arms and shoulders repetitively to operate a telephone, keyboard, and write.
- Mental stamina to interact professionally with members of the Board of Retirement, Plan Sponsors, peers and retirement system members.
- Vision sufficient to read fine print and a computer monitor.
- Independent body mobility, agility, and stamina to stand, walk, stoop, bend, and twist, to access a standard office environment.
- Ability to sit for prolonged periods of time.

- Body strength sufficient to lift up to 15 pounds and carry files.

### ***Environmental Conditions***

- The primary work place is in an office environment work with standard office equipment.
- The primary work place is an office environment, working with standard office equipment.
- Peripheral office equipment generates a quiet to moderate noise level.
- Operates in an environment that includes elected officials, non-elected officials, government agencies, community interest groups and the general public in the development and coordination of OCERS affairs.
- Out of area travel may be required to attend professional conferences, due diligence, and meetings.

### ***Selection Procedures***

OCERS Human Resources Department screens all applications and supplemental information forms to identify the qualified candidates. **Applications submitted without a completed supplemental information form will be disqualified from further consideration.** After screening, the more qualified candidates will be referred to the next step in the recruitment process and notified of all further procedures applicable to their application status.

### **Application Rating:**

(Refer/Non-Refer) Application materials will be rated by a panel of job knowledge experts for those qualifications most needed to perform the duties of the job. The more qualified candidates will be referred to the next step. All notifications regarding this recruitment will be sent via e-mail.

### **Qualifications Appraisal Panel:**

(Weighted 100%) Candidates will be interviewed and rated by a panel of job knowledge experts. Each candidate's rating will be based on responses to a series of structured questions designed to elicit the candidate's qualifications for the job.

Based on OCERS needs and the number of applications received, the selection procedures listed above may be modified and all affected candidates will be notified.

### **HOW TO APPLY**

Only on-line applications with the completed supplemental questions will be accepted.

E-mail is the primary form of notification during the recruitment process. Please ensure your correct e-mail address is on your application and only use one e-mail account.

Your application should highlight all of the areas in which you have developed expertise, matching your professional experience with the specific qualifications listed above.

It is recommended that you record or print your confirmation page, as this verifies receipt of your on-line application.

You may apply on-line at the OCERS website: [www.ocers.org](http://www.ocers.org)

### **ADDITIONAL INFORMATION**

**EMAIL NOTIFICATION:** Email is the primary form of notification during the recruitment process. Please ensure your correct email address is included in our application and use only one email account. **NOTE: User accounts are established for one person only and should not be shared with another person. Multiple applications with multiple users may jeopardize your status in the recruitment process for any positions for which you apply.** Candidates will be notified regarding their status as the recruitment proceeds via email through the GovernmentJobs.com site. Please check your email folders, including spam/junk folders, and/or accept emails ending with "governmentjobs.com" and "ocgov.com." If your email address should change, please update your profile at [www.governmentjobs.com](http://www.governmentjobs.com).

**FREQUENTLY ASKED QUESTIONS:** Click [here](#) for additional Frequently Asked Questions.

### **EEO INFORMATION**

OCERS, as an Equal Employment Opportunity employer, encourages applicants from diverse backgrounds to apply.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.ocgov.com/hr>

OR

333 W. Santa Ana Blvd,  
Santa Ana, CA 92701

EXAM #2310MR-0506-157(O)

STAFF ATTORNEY

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### **Staff Attorney Supplemental Questionnaire**

- \* 1. You are required to provide full and complete responses to the supplemental questions. The information you provide will be used as a rating device, so please be descriptive in your response. Incomplete information will result in a lower rating. Supplemental questions are designed to help you present your qualifications for this position and will be rated based on the information that you supply. Please provide concise, descriptive and detailed information and highlight all of the areas in which you have developed expertise, matching your professional experience with the specific qualifications and abilities for each question. Resumes will not be accepted in lieu of completing the supplemental questions. By selecting yes below, you acknowledge that you have read and understand this application requirement.  
 Yes    No
  
- \* 2. Do you have a Juris Doctor degree from an accredited U.S. law school and two years of post-bar legal experience serving as an attorney?  
 Yes    No
  
- \* 3. Are you substituting up to one year of pre-bar administrative hearing or similar work for post-bar experience?  
 Yes    No
  
- \* 4. Do you have at least two years' experience providing legal advice and/or representing clients in connection with the California County Employees' Retirement Law, California Public Employees' Retirement Law or any other retirement law?  
 Yes    No
  
- \* 5. Do you have at least two years' experience providing legal advice and/or representing clients in connection with state public records/freedom of information laws and state open meetings laws?  
 Yes    No
  
- \* 6. Do you have at least two years' experience providing legal advice and/or representing clients in connection with family law and community property matters?  
 Yes    No
  
- \* 7. Do you have at least two years' experience in drafting and negotiating contracts on behalf of governmental clients?  
 Yes    No

- \* 8. Do you have at least two years' experience appearing (as an attorney) in state and federal litigation matters, including administrative law matters?  
 Yes    No
  
- \* 9. Do you have at least two years' experience providing legal advice to state or local governmental clients?  
 Yes    No
  
- \* 10. Please complete the following statement: I am a current active member of the California State Bar, having been admitted on under admission number \_\_\_\_\_, having passed the Bar Exam given on \_\_\_\_\_.
  
- \* 11. List each law school attended, providing dates of attendance, degree(s) awarded.
  
- \* 12. Have you ever been disbarred or otherwise disciplined by any bar association or other professional organization? If yes, please provide details.
  
- \* 13. Please describe your experience in advising and/or representing clients in connection with the California County Employees' Retirement Law, California Public Employees' Retirement Law or any other retirement law. Please include the name of your employer and the years (start and ending dates) for which you provided this advice and/or representation.
  
- \* 14. Please describe your experience in advising and/or representing clients in connection with state public records/freedom of information laws and state open meetings laws. Please include the name of your employer and the years (start and ending dates) for which you provided this advice and/or representation.
  
- \* 15. Please describe your experience in drafting and negotiating contracts on behalf of governmental clients. Please include the name of your employer and the years (start and ending dates) for which you provided these legal services.
  
- \* 16. Please describe your experience in advising institutional investors including advising in connection with and drafting and negotiating investment transactions. Please include the name of your employer and the years (start and ending dates) for which you provided these legal services.
  
- \* 17. Please describe your experience appearing in state and federal litigation matters, including administrative law matters. Please include the name of your employer and the years (start and ending dates) for which you provided these legal services.
  
- \* 18. Please describe your experience in advising and/or representing clients in connection with labor and employment matters. Please include the name of your employer and the years (start and ending dates) for which you provided this advice and/or representation.

- \* 19. Please describe your experience in advising and/or representing clients in connection with family law and community property matters. Please include the name of your employer and the years (start and ending dates) for which you provided this advice and/or representation.
  
- \* 20. Please describe your experience in advising state and local governmental clients. Please include the name of your employer and the years (start and ending dates) for which you provided these legal services.
  
- \* 21. Please describe your experience in advising and making appearances before public boards. Please include the name of your employer and the years (start and ending dates) for which you provided these legal services.
  
- \* Required Question